Title of Project: National Strategies Internship

Main Contact: Laura Katzin, NSI Senior Consulting Manager, 202.349.7027 (direct), LKatzin@nationalstrategies.com

Duration: Minimum of 180 hours. Regular business hours at NSI are 9:00 am to 5:30 pm.

Interns are not required to keep time sheets, but all non-regular absences from the office must be cleared in advance. If for any reason you must miss work, you must notify the manager of the intern program either by phone or email prior to 9:00 am on the day you will be absent.

Location: Washington, D.C. (NSI will provide a transportation subsidy, in the form of a metro card with the metro fare students will need to get to and from the office in DC.)

Position Description:
National Strategies (NSI) is a state and local government consulting firm that assists companies in their efforts to generate revenue and growth, solve problems, and create opportunities.

For close to 20 years, the NSI Internship Program has provided top-performing college students the opportunity to participate in a professional and personal experience by learning organizational insights and NSI’s business model and core values. This experience also provides participants with professional development experiences and interpersonal interaction with the NSI team.

Our goal is to help our interns optimize their experience by working hard towards the success of the company and its clients. We promote engagement of our interns with all levels of our staff and encourage students to take initiative in their personal growth and understanding, and imparting them with a repertoire of perspective, knowledge, skills, and contacts.

Position Responsibilities:

- Research is an integral part of NSI’s business, shaping our critical thinking, deductive reasoning, and analytical processes, in order to deliver a comprehensive assessment and successful strategy to our clients. Interns will be assigned projects as required to support client needs and assist with research in a variety of different areas including: Technology, Energy/Environment, Health, Public Safety, Education, Transportation/Infrastructure, and Financial Services.
- Areas of research may include market and trend analysis, public policy, regulatory matters, legislation, competitive analysis, or specific industry topics.
- Online research is often completed by utilizing open source resources, Lexis-Nexis, State Departments/Agencies Websites, Cold Calling, and Database searches.
- Research projects will revolve around four main types: Sector Research, Client Account Research, Business Development Research, and General Research.
- Specific sectors might require research on new trends, policies, campaign positions, or legislation being considered in specific areas of interest.
Interns will be evaluated on:

- Punctuality – ability to arriving to work on time
- Following Directions – ability to follow verbal and written instruction
- Communication Skills – ability to communicate through verbal, written, listening, and body language
- Presentation – the aesthetics of reports provided by the Intern
- Quality – the content and valuation related to the projects or assignment
- Initiative – interest in seeking, accepting, and fulfilling additional responsibilities
- Time Management – ability to multi-task, prioritize, and deliver assignments
- Adherence to Policy – understanding and following NSI policies

Work Product

Interns will have the opportunity to work on client accounts and research to support NSI’s internal business development and marketing efforts. The product of all intern work is property of NSI and in some cases of NSI’s clients, and may not be shared outside of the firm without permission.

Telephone and Computer Policies

Telephones and computers in NSI’s offices are intended for professional use. While personal phone calls and emails are necessary from time-to-time, interns are expected to keep personal use to a minimum. Interns should never use NSI’s computers to visit inappropriate websites or engage in any work for outside employers.

Dress Code: Many interns will find a more formal dress code in Washington, DC than in other large cities. NSI does not require interns to dress in business attire, but does expect that interns will dress professionally. The official dress for interns is Washington business casual. While a suit is not necessary for day-to-day work, it is a good idea to have one or two suits available that you may wear when attending meetings with clients or officials.

Specifically, business casual for men means long pants/slacks appropriate for work (no cargo pants, shorts, pants with frayed edges or holes, etc.) and a collared shirt (short or long-sleeve, no tank tops or related informal dress). A tie is optional, but encouraged. Shoes should be of a professional nature – no sneakers, flip-flops, and shoes similar to flip-flops. Specifically, business casual for women means tops, slacks, skirts, or dresses of a professional nature (no mini-skirts, sundresses, shorts, tank tops, or related informal dress). Women may also wear open toed shoes if they are appropriate for an office environment – no sneakers, flip-flops, and shoes similar to flip-flops.

Housing: Housing will not be provided. Students are responsible for finding their own housing.

For more info: Please, visit: www.nationalstrategies.com

Funding: $2500 Available through the LEEP Fellows Program.

How to Apply: Submit resume and cover letter to LKatzin@nationalstrategies.com by March 31
To apply for LEEP Funding and to be considered as a LEEP fellow, students must secure the position and complete the LEEP Fellows Application Process by March 3 (for early decision) or April 14th. Students will be required to submit a resume, cover letter, and a proposal outlining how they will complete their project.

Additional position information is available through Clark Recruiter. Recommendation letters should be emailed directly to rmaddox@clarku.edu

About the Organization:

NSI is a US based consulting firm providing companies with the strategy and insight to navigate complex procurement, legislative, and regulatory processes of state and local governments.

- Network of over 2,500 bi-partisan public affairs professionals in all 50 states, top 100 cities, and counties
- Management served at the highest levels of politics, government, and business
- Represents companies across every vertical market with particular expertise in technology, energy and environment, public safety and law enforcement, education, transportation, healthcare, and financial services
- Client base includes Fortune 500 companies, mid-size companies and small startups
- Over 300 clients served since inception
- Proven ability to transform clients’ businesses
- Generated over $17 billion in additional revenue for clients since 1996 and instrumental in passing/blocking bills across the country