Employer Guide

Schar School of Policy and Government
&
The School for Conflict Analysis and Resolution

2019 Graduate Career and Internship Fair

February 13, 2019
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Ajilon
8200 Greensboro Drive, Suite 275, McLean, VA 22102
https://www.ajilon.com/

Mrs. Mollie Miller, Staffing Manager
mollie.miller@ajilon.com

"At Ajilon, we are a leader in temporary and permanent recruitment and the placement of top talent. Our areas of specialty include organizational leadership and support positions in HR, non-clinical healthcare, office administration and more. With over 50 offices in North America, we have the resources and the technology to offer job seekers and employers greater flexibility, making it possible for us to work with them in the way that works best for them. We seek to completely understand the short- and long-term goals of our clients and candidates — this enables us to consistently act in their best interests. Through our job market insight and niche industry expertise, we help job seekers and employers find their best fit."

**Positions recruited:** Full time, Part time  
**Is US citizenship required?** No  
**Are you interested in recruiting veterans?** Not specified

American Council for an Energy Efficient Economy
529 14th Street NW, Suite 600, Washington, D.C. 20045
https://aceee.org/

Ms. JaNet Christmas, HR Generalist
jchristmas@aceee.org

The American Council for an Energy-Efficient Economy (ACEEE), a nonprofit, 501(c)(3) organization, acts as a catalyst to advance energy efficiency policies, programs, technologies, investments, and behaviors. We believe that the United States can harness the full potential of energy efficiency to achieve greater economic prosperity, energy security, and environmental protection for all its people. ACEEE carries out its mission by: 1) Conducting in-depth technical and policy analyses, 2) Advising policymakers and program managers, 3) Working collaboratively with businesses, government officials, public interest groups, and other organizations, 4) Convening conferences and workshops, primarily for energy efficiency professionals, 5) Assisting and encouraging traditional and new media to cover energy efficiency policy and technology issues, and 6) Educating consumers and businesses through our reports, books, conference proceedings, press activities, and websites. ACEEE was founded in 1980 by leading researchers in the energy field. Since then we have grown to a staff of about 50.

**Positions recruited:** Internship  
**Is US citizenship required?** Yes  
**Are you interested in recruiting veterans?** Yes
Arc Aspicio
1725 I Street NW, Suite 300, Washington, D.C. 20006
https://www.arcaspicio.com/

Mrs. Jackie Meredith, Talent Manager
jam@arcaspicio.com

Arc Aspicio is a strategy, management, and technology consulting and solutions firm that solves complex client challenges with a mission-oriented focus and a human-centered approach. Focused on innovation, Arc Aspicio provides services in human capital, strategy, design, operations, analytics and visualization, technology, and information sharing. Our teams remain flexible and agile within dynamic Government and other client environments. Known for our strong, collaborative culture, we are a community that values gratitude, encourages leadership, and drives innovation. We are proud to be recognized for our service to our clients and our commitment to developing our employees. Most recently, CEO Report named Arc Aspicio a 2018 Washington, D.C. Corporate Culture Award winner, SmartCEO Magazine awarded Arc Aspicio the 2017 Washington SmartCEO Future 50 Award and named Arc Aspicio an Industry Star finalist for the 2016 GovStar Award. Arc Aspicio is also a seven-time winner of the U.S. Chamber of Commerce Small Business Blue Ribbon award.

Positions recruited: Full time, Internship
Is US citizenship required? Yes
Are you interested in recruiting veterans? Yes

Center for World Religions, Diplomacy, and Conflict Resolution
3434 Washington Boulevard, Arlington, VA 22201
https://crdc.gmu.edu/

Mrs. Michelle Everson, Associate Director
meverson@gmu.edu

The mission of the Center for World Religions, Diplomacy, and Conflict Resolution (CRDC) is to engage emerging indigenous and global conflict resolvers, partner with them in innovative entrepreneurial growth, mobilize support for them, and create linkages between peacebuilders, citizen diplomats, students, business people and policy makers. CRDC specializes in innovative international practice of conflict resolution and citizen diplomacy, international education seminars and field experience, conflict resolution analysis of current events, and business/organizational consultancies.

Positions recruited: Part time, Internship
Is US citizenship required? No
Are you interested in recruiting veterans? Not specified
Centers for Medicare & Medicaid Services
7500 Security Boulevard, Baltimore, MD 21244
https://www.cms.gov/CareersatCMS

Ms. Marla Lazarus, Recruitment Coordinator
marla.lazarus@cms.hhs.gov

The Centers for Medicare and Medicaid Services (CMS), a federal agency within the Department of Health and Human Services, runs the Medicare and Medicaid programs - two national health care programs that benefit over 100 million Americans. Join the team that helps ensure health care security for millions of Americans!! CMS works in partnership with the entire health care community to improve quality and efficiency in an evolving health care system and provides leadership in the broader health care marketplace. Our effectiveness depends on the capabilities of a dedicated, professional staff that is committed to supporting these objectives.

**Positions recruited:** Full time, Internship, Summer Employment
**Is US citizenship required?** Yes
**Are you interested in recruiting veterans?** Yes

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Centreville Immigration Forum
5944 Centreville Crest Lane, Centreville, VA 20121
http://centrevilleimmigrationforum.org/

Ms. Wynne Tysdal, Volunteer Coordinator
w.tysdal@thecifva.org

The mission of the Centreville Immigration Forum (CIF) is to implement sustainable programs that provide immigrants in need with the means to improve their lives and become more integrated into the community; improve communication and cooperation among groups serving immigrants; and build community recognition of our strength in diversity. The Centreville Labor Resource Center (CLRC), a safe place where CLRC members and employers meet to discuss fair wages and terms of employment. As a nonprofit, we are not interested in profits, but rather in maximizing our impact on the community. We work to provide community members with the work opportunities that allow members to be financially independent and to sustain themselves and their families as cost of living continues to rise. In addition to the facilitation of employment agreements, the CLRC provides skills training, English classes, other educational opportunities, and referral and other services to members. The Centreville Commission for Labor Justice was formed in May 2015 with the mission to fight, prevent, and ultimately end wage theft in the greater Centreville area. The commission is a project of the Centreville Immigration Forum.

**Positions recruited:** Internship
**Is US citizenship required?** Not specified
**Are you interested in recruiting veterans?** Yes
Child Care Aware of America
1515 N. Courthouse Road, Suite 405, Arlington, VA 22201
http://usa.childcareaware.org/

Ms. Jess Tercha, Director of Research
jessica.tercha@usa.childcareaware.org

Child Care Aware® of America is a national membership-based nonprofit organization working to advance affordability, accessibility, development and learning of children in child care. Founded in 1987, we advocate for child care policies that improve the lives of children and families, lead research that advances the child care and early learning field, leverage technology to help families make informed decisions about child care, and provide professional development for child care providers. Child Care Aware® of America is the only national nonprofit organization that focuses exclusively on child care and serves as ‘our nation’s leading voice for child care’. We work with more than 400 state and local Child Care Resource & Referral (CCR&R) agencies nationwide. These community-based agencies assist over 860,000 families a year secure child care and provide training and support to child care providers. Child Care Aware® of America is honored to support all branches of the military in their commitment to providing quality, affordable, community-based child care for all military families.

Positions recruited: Internship, Summer Employment
Is US citizenship required? Not specified
Are you interested in recruiting veterans? Not specified

Congressional Budget Office
2nd & D Streets SW, Ford House Office Building, Washington, D.C. 20515
https://www.cbo.gov/

Ms. Annita Cox, Human Resource Specialist
careers@cbo.gov

Since 1975, CBO has produced independent analyses of budgetary and economic issues to support the Congressional budget process. Each year, the agency’s economists and budget analysts produce dozens of reports and hundreds of cost estimates for proposed legislation. CBO is strictly nonpartisan; conducts objective, impartial analysis; and hires its employees solely on the basis of professional competence without regard to political affiliation. CBO does not make policy recommendations, and each report and cost estimate summarizes the methodology underlying the analysis. Learn more about CBO’s commitment to objectivity and transparency. CBO’s work follows processes specified in the Congressional Budget and Impoundment Control Act of 1974 (which established the agency) or developed by the agency in concert with the House and Senate Budget Committees and the Congressional leadership.

Positions recruited: Full time, Internship
Is US citizenship required? Yes
Are you interested in recruiting veterans? Yes
ERPi, CORP
2751 Prosperity Avenue, Suite 410, Fairfax, VA 22031
http://www.erpi.net/

Mrs. Renita Thompson, Recruiting Coordinator
rthompson@erpi.net

Enterprise Resource Performance Inc., a Service-Disabled Veteran Owned Business, is a professional services management firm that delivers strategic, advisory, technological, and implementation support services to Federal Agencies. ERPi offers talented candidates the opportunity to perform project management, strategic planning, process improvement, quality management, data analysis, and human capital planning on some of the Federal government’s largest and most complex business challenges. Our work environment is highly entrepreneurial and is staffed with some of the brightest and most capable, technical people in the industry. In addition to a comprehensive and flexible benefits program, our offerings include tuition reimbursement, 401(k) profit sharing, industry-leading health plans, generous paid parental leave and matched charitable donations. ERPi is committed to people development and providing opportunities to grow professionally. As an employee, you will work with highly motivated colleagues and have the advantage of a culture that is focused on bringing out the best in you.

**Positions recruited:** Full time
**Is US citizenship required?** No
**Are you interested in recruiting veterans?** Yes

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**Foreign Service Officer Simulation Day Information**

4400 University Drive, MS 2E5, Fairfax, VA 22030

Mrs. Leslie Durham, Academic Advisor
ldurham2@gmu.edu

Foreign Service Day is a collaboration between the Schar School of Policy and Government, Global Affairs, School for Conflict Analysis and Resolution, the State Department, and Mason Career Services. Foreign Service Day is being held on April 6, 2019. It is an all-day event geared toward helping students get a better sense of what it takes to get into the Foreign Service, be mentored by specialists and officers, and run through a simulation by the Diplomacy Center. It is a great networking tool and exercise in presentation.

**Positions recruited:** Simulation
**Is US citizenship required?** Yes
**Are you interested in recruiting veterans?** Yes
Inductive Minds LLC, Agile Software Development
14 Bedford Drive, Sterling, VA 20175
https://inductiveminds.com/

Ms. Leslie Aird, Partner
info@inductiveminds.com

Inductive Minds (IM) provides IT Consulting, portfolio planning, and agile software development support for Federal Government customers in secure AWS cloud environments. We are currently seeking Software Developers and Engineers willing to complete the security clearance process to gain entry into this elite workforce (graduation date by 2021). Candidates must be US citizens, have clean backgrounds, and be willing to participate in a background investigation.

**Positions recruited:** Full time
**Is US citizenship required?** Yes
**Are you interested in recruiting veterans?** Yes

Institute for the Study of War
1400 16th Street NW, Suite 515, Washington, D.C. 20036
http://www.understandingwar.org/

Mrs. Lisa Suchy, Director of Human Resources
isw@understandingwar.org

The Institute for the Study of War advances an informed understanding of military affairs through reliable research, trusted analysis, and innovative education. We are committed to improving the nation’s ability to execute military operations and respond to emerging threats in order to achieve U.S. strategic objectives. ISW is a non-partisan, non-profit, public policy research organization.

**Positions recruited:** Internship
**Is US citizenship required?** Yes
**Are you interested in recruiting veterans?** Yes
Just Neighbors
7630 Little River Turnpike, Suite 900, Annandale, VA 22003
https://www.justneighbors.org/
Ms. Erin McKenney, Executive Director
erin@justneighbors.org

Just Neighbors is a non-profit immigration legal services provider. We help low-income immigrants, who could not otherwise afford legal counsel, obtain their documentation (if they have a legal pathway), provide community education on immigration issues and build connections within the community through extensive volunteer opportunities to help build mutual understanding.

Positions recruited: Full time, Part time, Internship
Is US citizenship required? No
Are you interested in recruiting veterans? Yes

Loudoun County Office of Emergency Management
801 Sycolin Road, Leesburg, VA 20175
http://loudoun.gov/oem

Mr. Jon Keller, Emergency Preparedness Specialist
jonathan.keller@loudoun.gov

Loudoun County OEM is responsible for the County’s overall efforts for coordinating the planning for, response to, and recovery from large-scale emergencies that impact the County. During significant events, OEM facilitates strategic goal setting and decision-making to ensure the execution of operational plans. Loudoun OEM also coordinates with State and Federal partners to procure resources to aid the local response and recovery operations.

Positions recruited: Internship
Is US citizenship required? Yes
Are you interested in recruiting veterans? Yes
Management Systems International (MSI)
200 12th Street South, Suite 1200, Arlington, VA 22202
https://www.msiworldwide.com/

Ms. Maggie Buchanan, Recruiter
maggie.buchanan@msi-inc.com

MSI, a Tetra Tech Company, is a Washington, DC metro area international development firm with a 35-year history of delivering development results across the world. Our core expertise is in the fields of monitoring and evaluation (M&E), institutional development, public sector management, governance and anti-corruption. MSI has implemented projects in 90 countries around the world such as Jordan, Kenya, Indonesia, Syria, Pakistan, Afghanistan, Ukraine, Colombia, and Mexico. As one of the leading companies in our field, MSI has partnered with more than 80 organizations across all sectors of international development with clients ranging from large bilateral and multilateral donors such as USAID, the World Bank and the UNDP to national and local governments, NGOs, think tanks, foundations and universities.

**Positions recruited:** Full time, Internship, Summer Employment
**Is US citizenship required?** No
**Are you interested in recruiting veterans?** Yes

Maryland Department of Budget and Management, Office of Budget Analysis
45 Calvert Street, Annapolis, MD 21401
http://dbm.maryland.gov/pages/default.aspx

Ms. Jeannette Fernandez, Budget Analyst
oba.recruit@maryland.gov

The Office of Budget Analysis (OBA) develops and oversees the execution of the Governor’s budget. The Maryland budget process favors the executive and therefore OBA’s work products are produced at the highest standards. During our busy season the office focuses on analyzing agency budget requests, making recommendations, evaluating program performance, holding budget hearings, and editing for accuracy the contents of the budget books, budget bill, and any reconciliation bill language as well. During the off-season OBA analysts focus on projects of interest such as investigating financing models, Chesapeake Bay financing and more, analysts also process budget amendments, and assist agencies in managing their personnel and finances.

**Positions recruited:** Full time
**Is US citizenship required?** Yes
**Are you interested in recruiting veterans?** Yes
Merrick and Company; Life Science, Biosafety and Biosecurity
5970 Greenwood Plaza Boulevard, Greenwood Village, CO 80111
https://www.merrick.com/

Ms. Brittany Linkous, Project Manager
brittany.linkous@merrick.com

Merrick works closely with government agencies in the US, Canada, and around the globe to provide complex and secure science facilities for all life science needs. We provide laboratory design and commissioning, along with full engineering and architectural services. Our clients include the US Department of Agriculture, US Department of Homeland Security, World Health Organization, National Institute of Health, Canadian Food Inspection Agency, US Army Medical Research Institute for Infectious Disease (USAMRIID), and other agencies worldwide.

Positions recruited: Full time
Is US citizenship required? Yes
Are you interested in recruiting veterans? Yes

Northern Virginia Mediation Service (NVMS)
9653 Fairfax Boulevard, Suite 203, Fairfax, VA 22031
https://nvms.us/

Ms. Ariel Gordon, Executive Director
agordon@nvms.us

NVMS equips the Northern Virginia community to constructively address conflict by providing:
1. Mediation, facilitation, and restorative practice services to resolve disagreements, 2. Training to develop skilled practitioners who deliver mediation, facilitation, and restorative practice services, and 3. Education for community members about alternative approaches to addressing conflict.

Positions recruited: Internship
Is US citizenship required? No
Are you interested in recruiting veterans? Not specified
Office of U.S. Senator Mark Warner
8000 Towers Crescent Drive, Suite 200, Vienna, VA 22182
https://www.warner.senate.gov/public/

Ms. AP Phan, Outreach Representative
anh_phan@warner.senate.gov

Northern Virginia office of US Senator Mark Warner, one of the regional offices of the senator around the commonwealth.

Positions recruited: Internship
Is US citizenship required? Not specified
Are you interested in recruiting veterans? Yes

The Pan American Development Foundation
1889 F Street NW, Washington, D.C. 20006
https://www.padf.org/

Ms. Gema Arana, Talent Management Associate
garana@padf.org

PADF is a non-profit organization affiliated to the Organization of American States (OAS) established in 1962 to promote, facilitate and implement social and economic development solutions in Latin America and the Caribbean. Headquartered in Washington D.C., PADF has field offices in the Caribbean, Central and South America.

Positions recruited: Full time, Part time, Internship
Is US citizenship required? No
Are you interested in recruiting veterans? No
United States Capitol Police (USCP)
119 D Street NE, Washington, D.C. 20510
https://www.uscp.gov/

Ms. Brittani Powell, HR Recruiting Assistant
recruiting@uscp.gov

Enforces Federal and District of Columbia laws and regulations, and enforces USCP rules and regulations relating to law enforcement. Physically protects the U.S. Capitol complex (buildings and grounds), Members of Congress, visitors, and staff from threats of crime and disruption; preserves law and order; and serves as a deterrent to crime and other violations of laws, rules, and regulations. Takes charge of accidents and crime scenes, restricting access to crime scenes; observes, stops, and questions suspicious persons. Prepares reports and testifies in court. Performs protective services, safeguards Federally-owned buildings and property, and protects government equipment and property. Upon successfully completing training and a probationary period, time-in-grade requirements and all experience requirements, future competitive promotions are available to advance to other duties—a higher rank or an officer assignment within a specialized area. USCP specialized areas include, e.g., Patrol Mobile Response Division, Canine Explosives Detection Team, Containment Emergency Response Team, Dignitary Protection Division, Intelligence Section, Criminal Investigations Section, Threat Assessment Section, and Hazardous Incident Response Division.

**Positions recruited:** Full time
**Is US citizenship required?** Yes
**Are you interested in recruiting veterans?** Yes

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U.S. Environmental Protection Agency, Conflict Prevention and Resolution Center
1200 Pennsylvania Avenue, NW, MC-2388A, Washington, D.C. 20460
https://www.epa.gov/adr

Dr. Gina Cerasani, Conflict Resolution Specialist
cerasani.gina@epa.gov

The EPA’s Conflict Prevention and Resolution Center (CPRC) is the Agency’s primary resource for services and expertise in alternative dispute resolution (ADR), environmental conflict resolution, consensus-building, and collaborative problem solving. The CPRC provides training and support to EPA staff to help them work more effectively, strategically, and transparently with states, tribes, and local stakeholders to achieve better environmental outcomes.

**Positions recruited:** Internship
**Is US citizenship required?** Yes
**Are you interested in recruiting veterans?** Yes
Women's E-Learning in Leadership (WELL)
4400 University Drive, Fairfax, VA 22030
https://www.wellforpeace.org/

Dr. Fariba Parsa, President
fparsa@gmu.edu

Women's E-Learning in Leadership (WELL) is a 501(c)(3) not-for-profit organization located at George Mason University. WELL aims to create an e-learning leadership platform focused on self-awareness, self-empowerment, and well-being, as well as developing skills such as communication, collaboration, conflict management, and leadership in a global context. Through mentorship and educational resources, we advocate on behalf of undervalued potential. We are committed to sustainable practice, capacity building, and providing women the necessary tools and resources to be leaders and become agents of change within their own communities. This organization believes that self-empowerment comes from within as long as individuals have equal opportunity to activate that power.

**Positions recruited:** Internship

**Is US citizenship required?** No

**Are you interested in recruiting veterans?** Yes