



The Education Trust

Frequently Asked Questions by Job Applicants

We will give every application our full attention. However, the large number of inquiries we receive prevents us from responding to individual calls or e-mails on the status of the search or your application. You will receive an auto-reply message letting you know that we received your application, and the appropriate hiring manager will contact you if we wish to pursue your candidacy. We hope the questions and answers below will address any concerns you may have.

To whom should I address my application?

Please address your cover letter and application materials to “Human Resources.”

Have you received my application?

Our application system sends an automated e-mail letting you know that we received your application. If you received this auto-reply e-mail, then yes, we’ve received your application. If you did not receive it, please check your junk-mail folder to make sure your spam filter didn’t intercept it. If it is not in your junk mail, please call and leave a message on our main line (202.293.1217) with your name (please spell your last name), the date you applied, the name of the position you applied for, and your phone number. We’ll then check our records, and if we have not received your application, we’ll be in touch with you. If you do not hear back from us after leaving a message, you can assume that we have received your application and that a hiring manager will be in touch if he or she intends to pursue your application.

Is the position still open?

If the position is listed on our website, the search is still open, and we are still reviewing applications.

When do you expect to make a decision about the position?

We always hope to fill positions as soon as we can, but various factors make it difficult to give you a precise timeframe. When we hire someone, we’ll send an e-mail to all applicants saying the position has been filled.

What is the deadline to apply for the position?

Unless the job description specifically mentions a deadline, all positions remain open until we hire someone. We use a rolling application process and will continue to review resumes as they come in until we have made a selection.

I am interested in learning more about The Education Trust and some of your open positions. Is there someone that I could speak with?

Unfortunately, we are unable to grant informational interviews because of the high volume of such requests we receive. Each job description describes the necessary qualifications and expectations, and our website contains a good deal of information about who we are and what we do.

Questions about our internship program

Are internships with The Education Trust paid?

Yes, our internships are typically paid positions. The hourly rate depends on the candidate's education and experience. We discuss this with the applicant if and when an offer is made. Academic credit can be arranged through the intern's sponsoring institution.

Is there a deadline to apply for the internship?

Unless the job description specifically mentions a deadline, all internships remain open until we select someone. We use a rolling application process and will continue to review resumes as they come in until we have made a selection.

How long do internships last, and how many hours are interns expected to work?

Our spring and fall internships usually coincide with the spring and fall college semesters. The weekly work schedule and number of hours we expect interns to work each week are flexible based on the needs of the organization and the availability of the candidate. We'll discuss this with you if a hiring manager pursues your application.

Summer internships usually last for a ten weeks, and interns generally work full-time. Start and end dates are flexible based on the needs of the organization and the availability of the candidate. Generally, summer interns start at the beginning of June and work through mid-August. We'll discuss a suitable schedule with you if a hiring manager pursues your application.

If any internships have specific requirements for a minimum number of hours per week, this information will be specifically stated in the job description; otherwise, the forgoing guidelines apply.

What guidelines should the required writing sample follow?

We ask that your writing sample be no more than five pages; sections from a longer paper are fine. The topic and format of the paper is your choice but should illustrate your writing capabilities.

We hope this information is helpful, and we encourage you to apply for any position that interests you and for which you are qualified. For full consideration, please follow the application instructions for each individual job description. Please send your application and correspondence only to the address provided and not to individual staff members at The Education Trust, as this will help streamline our application process. Thank you.

The Education Trust is an Equal Opportunity Employer and encourages diversity in all facets of the organization's work.