



## Communications / Data Visualization Intern

### Overview

- **Compensation: \$15 per hour/32 hours per week**
- **Workplace: Economic Opportunity Institute, 603 Stewart Street, Seattle, WA**
- **Schedule: mostly up to intern during weekdays 8am-5pm; occasional evening meetings or events**
- **Timeline: February 2018-April/May 2018**

### Position Description:

EOI is celebrating its 20th anniversary this year, and is creating an online presence to match. But we need help coming into modernity!

We are looking for an intern who is really good at journalistic writing or data visualization. (Or both!) You will have a lot of opportunities to create content under your own name – especially if you're passionate about tax policy, health policy, equal pay for women, or education funding.

### Estimated Responsibilities:

- Find personal stories in Washington to complement EOI research areas and write profile pieces 15%
- Go through posts and pages on old website to make compatible with new site 15%
- Write copy for website/your own think pieces 15%
- Create data visualizations and interactive materials 20%
- Revamp newsletter 5%
- Social media 15%
- Help policy staff with posts and deliverables 15%.

### Required Experience/Qualifications

- An interest in progressive public policy issues surrounding economic opportunity and security, and enthusiasm for EOI's mission and organizational values.
- A commitment to racial equity, including an understanding of how race dynamics impact supervisory relationships, organizational culture, partnerships, campaigns and coalition work – and the ability to establish and/or deepen a racial justice approach to EOI's work in health policy.
- Excellent written and oral English-language communication skills – able to translate complex policy issue into accurate, clear and compelling publications designed for a public audience.
- Strong computer skills, particularly with office applications such as Microsoft Word, Excel and PowerPoint.



## Preferred Experience/Qualifications

- Experience in journalistic writing or creative nonfiction.
- Familiarity with data visualization tools such as Tableau
- Ability to work with large data sets; familiarity with state and national agency data sources.
- Strong organizational skills including attention to detail and ability to manage multiple assignments at once. Ability to meet deadlines, adapt to changes in pace of work, and prioritize tasks.

## About EOI:

Founded in 1998, the Economic Opportunity Institute's mission is to build an economy that works for everyone by advancing public policies that promote educational opportunity, good jobs, healthy families and workplaces, and a dignified retirement for all.

**Our Commitment to Racial Equity:** To fulfill our mission, we must acknowledge the structural and institutional racism that manifests as ongoing and devastating economic, educational, health and other disparities facing our communities. EOI has recently convened a Race and Social Justice Workgroup to begin integrating a racial equity lens into our public policy research, communications and advocacy, internal governance, and external relations. We still have much to learn, and we will continue to reflect and act with courage, openness, and humility.

**Equal Employment Opportunity Statement:** EOI provides equal employment opportunity to all volunteers, employees and applicants for employment without regard to race, color, creed, sex, national origin, age, sexual orientation, religion, ancestry, marital status, or the presence of a sensory, mental or physical handicap, subject to occupational requirements and the ability to perform the job, and as provided under all governing laws, statutes and implementing authority, and will make reasonable accommodations required by law to qualified individuals with disabilities.

## To Apply

No phone calls please. Please email your application package to Matthew Caruchet, communications director, at [info@eoionline.org](mailto:info@eoionline.org) with "Application for Communications Intern" in the subject line. Submit your application in PDF format as one file named with your first and last name (for example: Chris\_Jones.pdf), to include:

- A resume (1-2 pages) and cover letter (1 page) that specifies why you are interested in this position and how your experience, background and skills would help you succeed to this position.
- 1-3 nonfiction writing samples – props for creativity.
- Three professional references (with daytime email and phone numbers). References will not be contacted without prior approval of the job candidate.

**This position is open until filled. Applications will be reviewed on a rolling basis starting January 30, 2018.**