



**Paid Internship, Summer 2018**  
**Open until filled | Application review begins April 30, 2018**

*Are you passionate about public policy analysis and advocacy? Would you like to learn more about how a think tank works – and work in a think tank? If you answered ‘yes’, an EOI internship could be for you – please read on!*

**Position Description and Key Responsibilities**

Interns at EOI gain experience in policy research and development, fundraising and events, and communications and advocacy. You’ll learn the nuts-and-bolts of public policy work by:

- Compiling and analyzing a wide range of economic and demographic data;
- Drafting short reports and blogs about policy news, issues and initiatives;
- Learning from people affected by the economic issues on which we work; and
- Developing your understanding of what it takes to run a successful not-for-profit organization.

Given the dynamic nature of public policy work, candidates must be willing and able to work on a variety of issue areas as required – including, but not limited to: early learning, family leave insurance, minimum wage, paid sick days, state economy, higher education, health care, retirement security, social security, and state tax/budget issues. You’ll also need to be ready to support EOI’s communications and fundraising team by working with our staff to help organize advocacy and fundraising events, and complete occasional technical and administrative projects.

**Preferred Experience/Qualifications**

Applicants do not have to be current students. However, internships can be tailored to satisfy requirements for school credit if mutually agreed. The ideal candidate will possess many of the following skills, experiences and qualifications:

- An interest in progressive public policy issues surrounding broad-based economic opportunity and security, and enthusiasm for EOI’s mission, policy goals, and organizational values.
- A commitment to racial equity, including experience working with diverse populations and contributing to diversity-building and anti-racism efforts.
- Excellent written and oral communication skills – able to understand complex policy subjects and write accurate, clear and compelling material suitable for publication for various platforms/publications.
- Experience with Microsoft Word, Excel and PowerPoint.
- A willingness to take initiative and problem solve independently – and the ability to recognize when it’s time to seek assistance.
- Superb organizational skills, very strong attention to detail, positive attitude, and flexibility on work assignments. Able to meet deadlines, prioritize tasks, stay on top of all to-do/follow-up items.
- A friendly, approachable manner that creates positive connections with people.

**Schedule**

Summer internships typically occur between June and September for a period of 12-15 weeks, at about 25 to 30 hours per week. Individual internships may bridge these seasons; exact start and end dates are flexible to accommodate individual/school calendars. Specific work hours are also flexible, provided they fall during normal office hours (9 a.m. – 5 p.m.). Given the relatively short period of employment, working remotely is not possible except under special circumstances.

## **Compensation**

EOI interns receive a stipend at regular intervals based on total hours worked during the internship. The hourly equivalent for this stipend is \$15/hour. If necessary, this stipend may be broken into equal bi-monthly payments over the course of the internship to meet school requirements.

## **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**

**Please email your application as a single PDF attachment named with your first and last name** (for example: Chris\_Jones.pdf) to John Burbank, Executive Director, at [info@eoionline.org](mailto:info@eoionline.org) with "2018 Internship" in the subject line. No phone calls please. Your PDF attachment should include:

- 1) A letter of interest (1-2 pages) and resume (1-2 page), specifying why you are interested in this position, and how your experience, background and skills would transfer, relate to or fulfill this job description.
- 2) A sample of your work that showcases your ability to write clearly and cogently about an important public policy issue.
- 3) Three professional references (with daytime email and phone numbers). References will not be contacted without prior approval of the job candidate.