



ECONOMIC INNOVATION GROUP

POSITION DESCRIPTION

POSITION TITLE: **Paid Summer Communications Intern**

THE ORGANIZATION

The Economic Innovation Group (EIG) is an ideas laboratory and advocacy organization dedicated to forging a more dynamic, entrepreneurial, and innovative U.S. economy for the 21st century. Headquartered in Washington, D.C. and led by an experienced, bipartisan team, EIG convenes leading experts from the public and private sectors, develops original policy research, and works to advance creative legislative proposals that will bring new jobs, investment, and economic growth to communities across the nation.

THE ROLE

EIG's Communications Intern will contribute to growing and executing EIG's communications and outreach strategy. Interns will have a unique opportunity to contribute to policy and advocacy efforts impacting U.S. economic growth and new business and job creation.

Specific responsibilities will include, but not be limited, to the following:

- Crafting social media content;
- Tracking website, social media, and communications analytics;
- Editing website front-end through WordPress;
- Designing newsletters and collateral in Adobe Creative Suite;
- Identifying key influencers and media targets;
- Conducting research to support internal and external communications;
- Monitoring online conversation in EIG issue areas; and
- Supporting administrative and operations activities.



ECONOMIC INNOVATION GROUP

QUALIFICATIONS

The successful candidate should be a self-starter with a background in communications or journalism. A background in economic policy is preferred. Excellent writing, research, and social media skills, as well as a keen attention to detail and the ability to handle multiple tasks under short deadlines, are essential qualities.

EDUCATION

Current undergraduate or graduate student, or recent graduates.

DETAILS

The internship will start in May and run through August. You will be expected to work 40 hours a week, and will be paid \$600 per week.

CONTACT

Applicants should send a resume and cover letter to Milica Cosic with the subject line “EIG Summer Communications Internship.”

Milica Cosic
Manager for Operations and Administration
Economic Innovation Group
Milica@eig.org