



ECONOMIC INNOVATION GROUP

POSITION DESCRIPTION

POSITION TITLE: **Paid Fall Digital 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 Digital Communications Intern will contribute to developing and executing EIG's digital communications strategy. Interns will work directly with EIG's Executive Team and staff on a wide variety of projects and topics. Interns will have a unique opportunity to contribute to policy and advocacy efforts impacting U.S. economic growth and new business and job creation.

Previous communications interns' work has been featured in publications like *The New York Times*, *The Washington Post*, *TIME*, *The Atlantic*, *Vox*, and more.

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

- Tracking website, social media, and communications analytics;
- Social media content creation;
- Graphic design;
- Video editing;
- Website maintenance and microsite design;
- Drafting internal and external communications;
- Monitoring online conversation in EIG issue areas; and
- Supporting administrative and operations activities.



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QUALIFICATIONS

The successful candidate should be a self-starter with a background in political communications and digital outreach. Evidence of experience working in content management systems (Wordpress strongly preferred) and graphic design know-how required. A background in economic policy is preferred. Excellent writing, digital design, and social media skills, as well 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 September and run through December. 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 Fall Digital Communications Internship.”

Milica Cosic
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