



# ECONOMIC INNOVATION GROUP

## **POSITION DESCRIPTION**

**POSITION TITLE:**                      **Paid Fall Events and Operations 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 Events and Operations Intern will contribute to day-to-day operations, logistical planning, and implementation of internal and external events. This role will work with the EIG Executive Team and staff to develop and implement impactful events to enhance the reputation of the organization. Additional responsibilities will include compiling and updating mailing and invitation lists; proofreading, fact-checking, and editing internal communications materials; assisting in travel planning; and providing general administrative support.

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

- Creating and managing complex mailing lists in Excel;
- Assisting with all stages of event management, including but not limited to: budgeting, vendor relations, contracts, collateral development, registration, and communications;
- Monitoring and maintaining office supply inventory; and
- Conducting research and making recommendations on improving operational efficiency.

### **QUALIFICATIONS**



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The successful candidate should be a self-starter with a background in events and administration. A background in economic policy is preferred. Excellent writing and communication skills, as well 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 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 Events and Operations Internship.”

Milica Cosic  
Manager for Operations and Administration  
Economic Innovation Group  
[Milica@eig.org](mailto:Milica@eig.org)