



ECONOMIC INNOVATION GROUP

POSITION DESCRIPTION

POSITION TITLE: **Paid Spring Research and Policy 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 Research and Policy intern will contribute to EIG's policy, research, communications, events and administrative activities. Interns will engage in all areas of EIG's operations and 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.

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

- Policy research and congressional bill tracking;
- Researching and writing in-depth reports and briefing memos;
- Assisting with events and outreach efforts;
- Monitoring online conversation in EIG issue areas; and
- Supporting administrative and operations activities.

QUALIFICATIONS

The successful candidate must be a self-starter with a background in congressional relations, economic policy, and/or political communications. Excellent research and



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writing 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 January and run through June. 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 Spring Research and Policy Internship.”

Milica Cosic
Manager for Operations and Administration
Economic Innovation Group
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