



# ECONOMIC INNOVATION GROUP

## **Policy Associate**

The Economic Innovation Group (EIG) is a bipartisan research and advocacy organization dedicated to forging a more dynamic, entrepreneurial, and innovative U.S. economy for the 21st century. Headquartered in Washington, D.C., EIG produces widely-cited research and analysis, develops original policy ideas, and advances legislation to bring new jobs, investment, and economic growth to communities across the nation. Since launching in 2015, EIG has emerged as a leading voice in the national conversation about how to build an economy that works for more people and more places.

### **About the Role**

EIG's Policy Associate will support the Policy Team with developing and implementing advocacy strategies that engage policymakers, key stakeholders, and build coalitions around EIG's core issue areas including U.S. economic growth and new business and job creation. The Policy Associate will be responsible for tracking, developing, and analyzing policy proposals, legislative activities, and relationships; preparing drafts of timely and compelling advocacy materials; supporting the development and maintenance of policymaker, coalition, and stakeholder relationships; and providing administrative support to advance EIG's policy and advocacy efforts.

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

- Research, track, analyze, and provide regular assessments of legislative and policy activity relevant to our issue areas;
- Attend and, in coordination with Policy Team staff, support regular meetings, calls, and communications with policymakers and stakeholders;
- Draft and edit policy, advocacy, and presentation materials;
- Provide administrative support to the Policy Team, including scheduling, note-taking, agenda and meeting materials development, project management, and maintaining calendar.

### **Qualifications**

The ideal candidate will have a minimum of a BA/BS in Social Sciences or Economics and at least 2 to 3 years of related experience (e.g., Hill staffer, think tank); strong comprehension of the federal legislative process and executive branch; ability to think strategically and work across party lines; and knowledge of economic research and policy. Excellent written and oral communication skills and project management skills are required, including but not limited to organization and facilitation of meetings, managing multiple timelines, and leading teams to the successful completion of multi-layered projects.

### **Details**

Compensation is commensurate with experience. This is a full-time role and EIG provides generous health care and retirement benefits and a generous paid time off and holiday schedule. The Associate will start ASAP. Applicants should send a resume and cover letter to [careers@eig.org](mailto:careers@eig.org) with the subject line "Policy Associate." Please note: This position is based in Washington, DC. In response to COVID-19, EIG staff are temporarily teleworking part-time. Once the office fully reopens, the person hired for this position will work in the EIG office in Washington, DC, full-time.

*EIG is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, gender, gender identity, parental or pregnancy status, national origin, sexual orientation, age, citizenship, marital status, disability, or Veteran status.*