



## **Paid Communications Internship**

The Economic Innovation Group (EIG) is a bipartisan public policy organization dedicated to forging a more dynamic and inclusive American economy. Headquartered in Washington, DC, EIG produces nationally-recognized research and works with policymakers to develop ideas that empower workers, entrepreneurs, and communities.

### **About the Role**

EIG's Communications Intern will contribute to growing and executing EIG's communications and outreach strategy. Previous communications interns' work has been featured in publications like *The New York Times*, *The Washington Post*, *TIME*, *The Atlantic*, *Vox*, and more. Interns will have a unique opportunity to contribute to policy and advocacy efforts impacting U.S. economic growth and new business and job creation. The successful candidate must be a self-starter with a background in communications or journalism. A background in economic policy and/or political communications is preferred. Excellent writing, research, and social media skills, as well as keen attention to detail and the ability to handle multiple tasks under short deadlines, are essential qualities. Current undergraduate or graduate student, or recent graduate.

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

- Develop social media strategy and draft content;
- Track website, social media, and communications analytics;
- Develop and update media lists;
- Draft communications materials such as fact sheets, news releases, and talking points;
- Compile daily news clips;
- Conduct research to support internal and external communications;
- Monitor online conversation in EIG issue areas, and identify key influencers;
- Conduct regular WordPress website updates and create posts;
- Complete graphic design for blogs and social media; and
- Support administrative and operations activities.

### **Apply**

Applicants should send a resume and cover letter to [careers@eig.org](mailto:careers@eig.org) with the subject line "EIG Communications Internship." The internship can start in May and will run through August. You will be expected to work 40 hours a week and will be paid \$20 per hour. This is a hybrid position that combines regular in-person presence at our Washington, D.C., office with the option of two days of remote work each week.

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.