Summer 2016 Internships

Want to grow your career in public policy analysis and advocacy? An EOI internship is a great place to start. Applicants do not have to be current students; however, internships may be tailored to satisfy requirements for school credit if mutually agreed.

About Our Internships: Given the dynamic nature of public policy work, candidates must be willing and able to work on a variety of issue areas as required – including, but not limited to: early learning, family leave insurance, minimum wage, paid sick days, state economy, higher education, health care, retirement security, social security, state economy, and state tax/budget issues. You’ll also need to be ready to support EOI’s communications and fundraising team by working with our staff to help organize advocacy and fundraising events, and complete occasional technical and administrative projects.

Through your experience with EOI, you’ll gain experience in policy research and development, fundraising and events, and putting communication strategies into action. You’ll learn the nuts-and-bolts of public policy work by:

- Compiling and analyzing a wide range of economic and demographic data;
- Drafting short reports and blog posts specific to policy areas, issues and initiatives;
- Using social media to broaden/bolster interest in and connections to our work; and
- Connecting with people affected by the economic issues on which we work;
- Developing your understanding of what it takes to run a successful not-for-profit organization.

Desired Qualifications:

- A genuine and demonstrable interest in progressive public policy issues surrounding broad-based economic opportunity and security.
- Ability to research and understand complex policy subjects, and consistently write accurate, clear and compelling material suitable for publication in various contexts.
- Superb organizational skills, very strong attention to detail, positive attitude, and flexibility on work assignments. Ability to consistently meet deadlines, prioritize tasks, stay on top of all to-do/follow-up items.
- Willingness to take initiative and problem solve independently – and know when to seek support/outside assistance.
• Ability to listen closely to instructions, clearly ask and answer questions, and accurately complete detail-oriented work including data entry and grant research.

• Friendly and outgoing, willing and able to reach out via phone and in person to organize events and build relationships with organizational partners.

• Demonstrable experience utilizing social media (particularly Facebook and Twitter) for grassroots lobbying, issue advocacy, etc.

• Very strong facility with Microsoft Office, especially Word and Excel.

Note: it is not necessary to be a current student to apply for an EOI internship.

Schedule: Summer internships typically occur between June and September for a period of 12-15 weeks, at about 25 to 30 hours per week. Individual internships may bridge these seasons; exact start and end dates are flexible to accommodate individual/school calendars. Specific work hours are flexible, provided they fall during normal office hours (9 a.m. – 5 p.m.). Given the relatively short period of employment, working remotely is not possible except under special circumstances.

Stipend: EOI interns receive a stipend at regular intervals based on total hours worked during the internship. The hourly equivalent for this stipend is $15/hour. If necessary, this stipend may be broken into equal bi-monthly payments over the course of the internship to meet school requirements.

To Apply: Email the following items in a single PDF document to info@eoionline.org, with the subject line "Summer 2016 Internship" (no phone calls please):

1) A one-page cover letter and one- to two-page resume detailing how your interests, skills, and experience align with the specific requirements of this internship.

2) A writing sample showcasing your ability to write about a public policy issue for an interested – but not necessarily expert – audience.

3) Your edited version of this document: http://www.bit.ly/eoi-edit-doc, as if you were submitting it to be posted on EOI’s blog.

Applications will be screened on a rolling basis starting in late April, with interviews and final selections in the weeks to follow.

EEOC Statement: The Economic Opportunity Institute is an equal employment opportunity/affirmative action employer. Women, people of color, LGBTQ persons, and people with disabilities are encouraged to apply.