



## **Floyd Jones Policy and Communications Internship, Fall 2021**

**Open Until Filled | Application Review Begins September 30th, 2021**

***This position is paid***

*Are you passionate about public policy that builds an economy that works for everyone? Are you interested in helping advance new policy ideas through research, education, and advocacy? Read on!*

### **Internship Summary**

Join a dedicated team of people researching and advocating for educational opportunity, good jobs, healthy families and workplaces, and a dignified retirement for all in Washington. The Policy and Communications Intern will support EOI's digital advocacy, outreach and communications efforts through the 2022 Washington legislative session, gaining a foundational understanding of the state legislative process and knowledge of key economic security issues facing Washingtonians.

### **About EOI**

Founded in 1998, the Economic Opportunity Institute's mission is to build an economy that works for everyone by advancing public policies that promote educational opportunity, good jobs, healthy families and workplaces, and a dignified retirement for all.

### **Our Commitment to Racial Equity**

To fulfill our mission, we must acknowledge the structural and institutional racism that manifests as ongoing and devastating economic, educational, health and other disparities facing our communities. EOI has convened a Race and Social Justice Workgroup to integrate a racial equity lens into our public policy research, communications and advocacy, internal governance, and external relations. We still have much to learn, and we will continue to reflect and act with courage, openness, and humility.

### **Key Responsibilities**

Under the supervision of the Communications and Advocacy Directors, the Floyd Jones Policy and Communications intern will learn the nuts-and-bolts of digital advocacy and communications by:

- Supporting the development and execution of EOI's digital communications strategy;
- Helping manage EOI's social media accounts, promoting engagement on Facebook and Twitter, and possibly new platforms;
- Publishing research, blogs and reports on EOI managed websites;
- Planning and creating content to support advocacy efforts, including (but not limited to) developing and designing written and visual content for social media platforms, creating infographics and video creation;
- Assisting in community outreach efforts through supporting EOI events and testimony gathering.

Given the dynamic nature of public policy communications, candidates must be willing and able to write and create content for a number of different issue areas as required – including, but not limited to: early learning, family leave insurance, minimum wage, state economy, higher education, health care, retirement security, social security, and state tax/budget issues. You'll also need to be ready to support EOI's communications and fundraising work with occasional technical and administrative projects.

### **Preferred Experience/Qualifications**

Applicants do not have to be current students. However, internships can be tailored to satisfy requirements for school credit if mutually agreed. The ideal candidate will possess many of the following skills, experiences and qualifications:

- An interest in progressive public policy issues surrounding broad-based economic opportunity and security, and enthusiasm for EOI's mission, policy goals, and organizational values.
- A demonstrated commitment to racial equity, including experience working with diverse populations and contributing to anti-racism efforts.
- Excellent written and oral communication skills – able to understand complex policy subjects and write accurate, clear and compelling material suitable for publication for various platforms/publications.
- Proficiency with Microsoft Office (Word, Excel, Outlook, Teams).
- Familiarity with Wordpress and/or Constant Contact is a plus.
- A willingness to take initiative and problem solve independently – and the ability to recognize when it's time to seek assistance.
- Superb organizational skills, very strong attention to detail, positive attitude, and flexibility on work assignments. Able to meet deadlines, prioritize tasks, stay on top of all to-do/follow-up items.
- Experience with community outreach and organizing through social media using Instagram, Twitter and Facebook.
- Passion for developing creative and engaging written and visual content.
- Interest in graphic design and video creation and/or experience using the adobe creative suite or Canva is a plus.
- Flexibility and willingness to respond to changing needs of EOI's office and team.

### **Schedule**

The Floyd Jones Policy and Communications Internship is a six-month opportunity beginning November 1<sup>st</sup>, 2021 and ending April 1<sup>st</sup>, 2022, with 30 hours of work per week. Specific working hours are flexible, provided they fall during normal office hours (8 a.m. – 6 p.m.). The Policy and Communications Intern may be occasionally asked to be available on evenings and/or weekends as necessitated by the legislative schedule. EOI is currently remote due to the pandemic, with the option of coming into our Seattle office for occasional work or meetings.

### **Compensation**

The Floyd Jones Policy and Communications Internship is paid at 133% of Seattle minimum wage, currently \$22.20 per hour with potential to increase for a cost of living adjustment.

## **Equal Employment Opportunity Statement**

EOI provides equal employment opportunity to all volunteers, employees, and applicants for employment without regard to race, color, creed, sex, national origin, age, sexual orientation, religion, ancestry, marital status, or the presence of a sensory, mental or physical handicap, subject to occupational requirements and the ability to perform the job, and as provided under all governing laws, statutes and implementing authority, and will make reasonable accommodations required by law to qualified individuals with disabilities.

## **To Apply**

This internship is open until filled. Application review begins September 30<sup>th</sup>, 2021.

Please email your application as a single PDF attachment named with your first and last name (for example: Tamia\_Jones.pdf) to Emnet Getahun at [info@opportunityinstitute.org](mailto:info@opportunityinstitute.org) with "Floyd Jones Policy and Communications Internship" in the subject line.

No phone calls please. Your PDF attachment should include:

- 1) A letter of interest (1-2 pages) and resume (1-2 page), specifying why you are interested in this position, and how your experience, background and skills would transfer, relate to or fulfill this job description.
- 2) A sample of work to showcase your writing, visual design or content creation abilities.
- 3) Three professional references (with daytime email and phone numbers). References will not be contacted without prior approval of the job candidate.