Calling all communications, campaign and policy nerds! Want to grow your career in public policy or public affairs communications? An EOI internship is a great place to start. You’ll learn the nuts-and-bolts of strategic communications work by:

- Writing regularly for our blog and social media;
- Participating in communications planning for policy coalition work;
- Building capacity for media, public and supporter outreach (via audience and media research, list updates and development, and database management);
- Coordinating and producing mailings;
- Helping prepare for and follow-up on tasks related to EOI events;
- Supporting other communications work such as fundraising communications and occasional administrative projects.

Internships may be tailored to satisfy requirements for school credit.

Must-Have 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.
- A knack for writing catchy headlines, pithy snippets and intriguing blurbs, particularly for social media work.
- 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.
- Very strong facility with Microsoft Word.

Nice-to-Have Qualifications:

- Previous experience with Wordpress.org; social media experience directly related to policy advocacy and/or non-profit communications.
**Schedule:** Spring internships typically occur between April and June for a period of 10-12 weeks, at about 15 hours per week. 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 $12/hour (undergraduate level) to $15/hour (graduate level). This stipend may be broken into equal bi-monthly payments over the course of the internship.

**Application/Hiring Process:** No phone calls please. Please email the following (in PDF form) to info@eoionline.org, with the subject line "Communications Internship Summer 2014":

1) A one-page resume and one-page cover letter 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. Your choice of subject, writing style and length should be appropriate for EOI's blog ([www.eoionline.org/blog](http://www.eoionline.org/blog)).

3) Your edits of this document, with all changes tracked, as you would prepare it for publication on EOI's blog: [http://www.eoionline.org/wp/wp-content/uploads/Advanced-Manufacturing.docx](http://www.eoionline.org/wp/wp-content/uploads/Advanced-Manufacturing.docx)

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