Calling all policy wonks and nerds! Want to grow your career in public policy analysis and/or advocacy? An EOI internship is a great place to start. 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;
- Connecting with and organizing people affected by the economic issues we work on;
- Preparing for, and following up on tasks related to, organizational events;
- Supporting other work, such as communications and occasional administrative projects.

Internships may be tailored to satisfy requirements for school credit.

About These Internships

Our spring and summer internships will likely focus on one of the following areas:

- Higher Education: Compile and analyze a range of higher education data, including financial aid, enrollment, and costs, in support of EOI’s ‘Pay It Forward’ policy initiative. Research and report on current and historical sources for funding higher education in the various state legislatures and federal government. Monitor relevant legislative action nationwide. Conduct informational interviews with members of the community to report on attitudes about and access to higher education. Draft short reports and blog posts.

- Economic security: Compile and analyze a range of economic and demographic data in support of EOI’s work on minimum wage, gender and racial equity, and economic security. Help coordinate public forums around the state on Washington Women’s Economic Agenda. Interview individuals and write up stories on need for paid sick days and paid family and medical leave insurance. Draft short reports and blog posts.

Given the dynamic nature of public policy work, candidates must be willing and able to work on other issue areas as required, such as: early learning, family leave insurance, paid sick days, health care, retirement security, state economy, or public taxation/budgets.
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.
- 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 Office, particularly Word and Excel.

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 "Policy 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 an EOI policy brief (See: http://www.eoionline.org/publications/).

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

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