

Public Policy and External Affairs Intern

The Greater Washington Partnership is seeking an intern to support its policymaker engagement efforts across a portfolio spanning transportation, workforce and economic development matters. The ideal candidate will be self-motivated, detail-oriented and interested in building relationships with federal, state and local officials to support the development of policy solutions fostering inclusive economic growth and regional competitiveness. Candidates should expect to join a growing team of hard-working and passionate professionals and be comfortable working in a fast-paced environment while managing multiple tasks simultaneously.

As a Public Policy and External Affairs intern, you will:

- Support the Vice President, Policy & External Affairs in preparing for and staffing meetings and events with policymakers and other Partnership stakeholders;
- Draft communications (blog posts, talking points, email updates) for use with the Partnership's key external audiences;
- Liaise with various internal teams (Transportation, Skills & Talent, Inclusive Economic Growth, Communications) to embed expert subject matter content in policy communications;
- Prepare PowerPoint decks, agendas, stakeholder briefings, and meeting summaries;
- Serve as a thought partner on driving meaningful impact through the Partnership's public policy efforts; and
- Perform additional tasks and research as needed.

This will be a paid, part-time (24-32 hours per week) position for the first half of 2024 (January - May). Our office is located in Washington, DC just south of Dupont Circle and is Metro-accessible.

What We Value

Required

- Enrolled in undergraduate (upperclassmen) or postgraduate program, or a recent graduate;
- Professionalism and strong written/verbal communication and presentation skills;
- Experience with PowerPoint, Excel, Salesforce and project management tools;
- Ability to work in a fast-paced environment with an ability to handle multiple assignments simultaneously;
- Deep curiosity about tri-sector collaboration and fostering equity through strategic business community engagement; and
- Ability to meet deadlines while working in a hybrid environment (in-office on Tuesdays and Thursdays with number of days/days of the week subject to change).

Preferred

- Major or degree in political science, public policy analysis, economics, communications or a related field;
- Past internship or work-based learning experience in a policy or legislative environment;

- Data analysis & data visualization experience; and
- Familiarity with the [super-region](#) covered by the Partnership, including state and local political dynamics and institutions in Maryland, Virginia and the District of Columbia.

Who We Are

The Greater Washington Partnership is a first-of-its-kind civic alliance of business and community leaders committed to making the Capital Region – from Baltimore to Richmond – the best place to live work and build a business. Working in collaboration with leaders across our communities, the Partnership connects and leverages the region’s extraordinary assets to convene changemakers, curate solutions, and catalyze action that strengthens the Capital Region as a leading global region and center for commerce and innovation.

The Partnership is a 501(c)(3) organization and undertakes only educational policy advocacy consistent with this mission.

To Apply

Please review our [LinkedIn channel](#) and [media coverage](#) for examples of how we execute on our mission, and consider how your skills and interests map to our work.

If you are interested in joining the team at the Partnership, please submit your resume to policy@greaterwashingtonpartnership.com with “Public Policy Intern” in the subject line.

At Greater Washington Partnership we are committed to accepting differences! We strive to attract, develop, and retain highly qualified individuals representing the diverse communities where we live and work. The Partnership is committed to creating a diverse environment and is proud to be an equal opportunity employer. Employment policies and decisions are based on merit, qualifications, performance, and business needs. All qualified candidates will receive consideration for employment without regard to age, race, color, national origin, gender, gender identity or expression, religion, physical or mental disability, medical condition, legally protected generic information, marital status, veteran status, or sexual orientation. While we are currently unable to consider candidates that require visa sponsorship, we welcome candidates eligible to work in the United States.