
Inclusive Economic Growth Intern

The Greater Washington Partnership is seeking a Summer 2024 intern to support the Inclusive Economic Growth team. The ideal candidate is self-motivated, entrepreneurial, and has an interest in inclusive economic development, public-private partnerships, and diversity, equity, and inclusion. Candidates should also expect to join an expanding team of hard-working and passionate professionals and be comfortable working in a fast-paced, ambiguous environment while managing multiple projects at once.

The Inclusive Economic Growth portfolio is focused on improving pathways of economic opportunity for underserved populations across our region to achieve equitable outcomes for all its residents. In June 2022, the Partnership published the [Regional Blueprint for Inclusive Growth](#) - a 10-year roadmap to close equity gaps from Baltimore to Richmond across six critical issues - housing, health, workforce, education, infrastructure, and entrepreneurship. This individual will support the inclusive economic growth team to focus on these critical issue gaps, with a strong focus on work in inclusive entrepreneurial ecosystems and supplier diversity.

This is a paid position starting in June (in the office on Tuesdays and Thursdays). Our office is located in Washington, DC just south of Dupont and is metro-accessible.

As an Inclusive Economic Growth intern, you will:

- Prepare PowerPoint decks, agendas, stakeholder briefing reports, meeting summaries, for internal/external meetings
- Conduct research and synthesize findings related to different issue areas including but not limited to supplier diversity, entrepreneurship, and housing, create relevant templates/materials and help the team organize files/directories to improve operational efficiency
- Coordinate, schedule, and participate and take notes in meetings for internal/external stakeholders
- Interface with internal teams on collective efforts, including events, marketing, policy, and business development for Partnership wide efforts and events
- Serve as a thought partner on how the Partnership can continue driving meaningful impact through its inclusive growth efforts
- Additional tasks as needed

What We Value

Required

- Enrolled in undergraduate (upperclassmen), postgraduate program, or a recent graduate
- Professionalism and strong written/verbal communication and presentation skills
- Experience with Microsoft PowerPoint, Excel & Word
- Ability to work in a fluid fast-paced start-up environment

- Proven ability to handle multiple assignments simultaneously and manage uncertainty
- Empathetic, proactive team player
- Deep curiosity about tri-sector collaboration and re-thinking how equity can be fostered

Preferred

- Past internship or work-based learning experience
- Interest in racial equity, inclusive economic development, financial inclusion, supplier diversity, or affordable housing
- Creative and resourceful thinker
- Data analysis and data visualization experience
- Familiarity with the tri-state area, from Baltimore to Richmond
- Event support experience

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.

To Apply

If you are interested in joining the team at the Partnership, please submit your resume to igjobs@greaterwashingtonpartnership.com with “Inclusive Economic Growth 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.