

# Policy and Legislative Research Intern

The Greater Washington Partnership is seeking an intern to support its public policy initiatives with research and analysis of relevant state and federal legislative developments across a portfolio spanning workforce development, inclusive economic growth, and transportation issues.

The intern will also assist with development of content and event planning with the Regional Mobility & Infrastructure (RMI) team. The team works to enhance regional transit, passenger rail, and transit-oriented development. The team works with a variety of stakeholders to support robust regional transportation systems by sharing the perspectives of leading employers, and leveraging the collective expertise of our partners.

The ideal candidate is self-motivated, detail-oriented, and interested in state and local policy in the region with a particular focus on transportation policy. Candidates should expect to join a team of hard-working and passionate professionals and be comfortable managing multiple tasks simultaneously.

As the Policy and Legislative Research Intern, you will work cross-functionally to support the broader Partnership team's public policy engagement and legislative tracking by:

- Identifying and monitoring bills relevant to organization-wide goals during legislative sessions in Maryland, Virginia, and the District of Columbia;
- Supporting development of briefing materials and updates on legislative activities in each of the jurisdictions;
- Providing summaries of relevant events and hearings; and
- Supporting events and projects relating to the legislative sessions in Maryland, Virginia, and DC.

You will also support the RMI team by:

- Assisting with analysis of regional transportation programs and policy;
- Supporting preparation of Partnership senior leaders for meetings and events with policymakers and other stakeholders;
- Assisting with preparation of PowerPoint decks, agendas, stakeholder briefings, and meeting summaries;
- Developing written materials supporting engagement related to priorities outlined in the Partnership's Blueprint for Regional Mobility and its recent Refresh; and
- Perform additional tasks and research as needed.

This role will report to the Director, Regional Mobility and Infrastructure. This will be a part-time (24-30 hours per week), hybrid position from January-May 2025.

## What We Value

### Required



- Enrolled in undergraduate (upperclassmen) or graduate program, or a recent graduate;
- Professionalism and strong written/verbal communication and presentation skills;
- Experience with Excel, PowerPoint, and project management tools;
- Ability to handle multiple assignments simultaneously;
- Deep curiosity about public-private 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; virtual Monday/Wednesday/Friday, subject to change). The hourly rate is \$20 for undergraduates and \$25 for graduates.

### Preferred

- Degree or concentration in political science, transportation policy, or a related field;
- Familiarity with the super-region covered by the Partnership, including state and local political dynamics and institutions in Maryland, Virginia, and/or the District of Columbia.

### Who We Are

The Greater Washington Partnership is a first-of-its-kind nonprofit alliance of influential and leading employers in Maryland, Virginia and Washington, DC. Together, we leverage our collective experiences, resources and assets to identify shared challenges and offer policy solutions to the region's most critical issues in the areas of skills and talent, regional mobility, infrastructure and inclusive economic growth. Our goal is to ensure the entire region, from Baltimore to Richmond, remains vibrant, economically competitive, prosperous for all and is the world's best place to live, work and build a business.

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

Our office is in Washington, DC, just south of Dupont Circle and is Metro-accessible.

### 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 [rmi@greaterwashingtonpartnership.com](mailto:rmi@greaterwashingtonpartnership.com) with "RMI 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***



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***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.***

