
Skills & Talent Intern

Greater Washington Partnership (the Partnership) is a cross-sector alliance of leading employers in Maryland, Virginia, and the District of Columbia committed to championing the region's economic growth and prosperity. The Partnership seeks a skilled and motivated individual with knowledge, experience, and interest in education and workforce development in the region from Baltimore to Richmond. Reporting to the Director of Skills & Talent, this individual will support a fast-paced, high-energy team in the development and administration of the Partnership's skills and talent portfolio. The Skills & Talent intern will work a part-time schedule, with specific hours and days of the week determined prior to the date of hire. This is a hybrid, paid position starting in January. The selected intern will receive an hourly wage of \$20.

The Partnership's Skills & Talent team works with employers and educators to support the development of pathways into high-growth careers across the region. Through efforts like the Future of Talent Partnership Conversation Series, the Emerging Tech Talent scholarship, the Employer Signaling System, and other initiatives, the Skills & Talent team connects cross-sector leaders to ensure businesses have the talent they need and that students and learners have access to job opportunities that unlock economic mobility.

Core Responsibilities

- Support the Skills & Talent team in managing and executing various projects, including grant management, event support, and writing internal and external materials.
- Facilitate stakeholder management, including organizing engagement opportunities and drafting internal and external communications.
- Utilize Monday.com, Salesforce, and other tools to track deliverables for team initiatives.
- In collaboration with communications & marketing team, write blog posts and other internal and external publications to promote Skills & Talent initiatives.
- Assist in planning for external convenings, including supporting business development & engagement team on event planning and identifying key themes from discussions.

What We Value

- Interest and experience in education, HR, or workforce development.
- Previous experience in an office environment or other professional setting.
- Strong organizational skills, with the ability to juggle multiple projects simultaneously and prioritize as needed.
- Exceptional written and verbal communication skills, with an understanding of how to tailor communication based on the audience.

Who We Are

The Partnership is a nonprofit alliance of influential and leading employers in Maryland, Virginia, and Washington, DC. Together, we identify shared challenges and leverage our collective



experience, resources and assets to offer solutions in the areas of skills and talent, regional mobility, infrastructure and inclusive economic growth. Our vision is to make the entire region, from Baltimore to Richmond, vibrant, economically competitive, prosperous – uplifting it as the best place to live, work and build a business. The Partnership is a 501(c)(3) organization. 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 and a 1-2 page writing sample from a previous academic assignment as a single document to our [application portal](#).

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.

