

Policy Intern (Fall 2026)

Greater Washington Partnership (the Partnership) is a cross-sector alliance of leading employers in Maryland, Virginia, and the District of Columbia committed to advancing the region's economic growth and prosperity. The Partnership seeks a skilled and motivated individual with knowledge of and interest in public policy, government affairs, and advocacy. Reporting to the Manager, Policy & Initiatives, the intern will receive meaningful assignments supporting the Partnership's engagement with public-sector leaders and regional stakeholders. The position offers opportunities to develop skills in policy research and writing, professional communication, stakeholder engagement, and issue-area analysis through work supporting the Partnership's initiatives.

The Partnership's Policy & Initiatives teams collaborate with policymakers and stakeholders across the region to advance sustained economic growth through work related to education and workforce development, transportation and infrastructure, housing, economic development, and the broader business climate.

The Policy Intern will work a part-time schedule of 20-24 hours per week, with specific hours and days of the week determined upon hire. This role is hybrid and requires a mix of remote and in-person work (with a preference for the majority of hours completed in-person on Tuesdays, Wednesdays, and/or Thursdays, with the remainder of hours completed remotely on Mondays/Fridays).

The selected intern will receive an hourly wage of \$20.

Core Responsibilities

- Research and track legislative activity, policy developments, and current events at the federal, state, and local levels related to Partnership priorities.
- Conduct background research on policymakers, public agencies, legislation, and regional policy issues to support meetings, briefings, and advocacy efforts.
- Draft and contribute to briefing materials, meeting preparation documents, policy summaries, stakeholder communications, and other internal and external materials.
- Provide timely readouts, notes, and key insights from internal and external meetings, briefings, hearings, and events.
- Support the development and execution of congressional, state, and local engagement strategies in collaboration with Partnership staff.
- Assist with stakeholder management across the Partnership's initiatives, including organizing engagement opportunities, maintaining contact and outreach information, and drafting communications.
- Utilize Microsoft Office, Salesforce, and other tools to track stakeholder engagement, legislative developments, and team deliverables.
- Assist with planning, preparation, and staffing for Policy & Initiatives meetings, convenings, and events.
- Provide general administrative and project support across the Policy & Initiatives teams.

What We Value



- Interest and experience in public policy, government relations, and advocacy.
- Continuous growth mindset and openness to learning about new issue areas, particularly education, workforce development, transportation, and infrastructure.
- Previous experience in an office environment or other professional settings.
- 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, and 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

If you are interested in joining the Partnership, please submit a resume and cover letter 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 genetic information, marital status, veteran status, or sexual orientation. We welcome candidates who are legally authorized to work in the United States without current or future employer-sponsored visa support.