

Workforce Development Intern, Spring 2027

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 undergraduate or graduate student with knowledge, and interest in workforce and economic development in the region from Baltimore to Richmond. This individual will be primarily responsible for supporting and advancing the Partnership's Skills & Talent portfolio, as well as providing general support on workforce development initiatives.

The Partnership's Skills & Talent team works with employers and educators to build pathways into high-growth careers and prepare the region's workforce for the future of work. Through initiatives like the Future of Talent Conversation Series, Emerging Tech Talent Scholarship, Employer Signaling System, and research on AI's impact on jobs and skills, the team connects cross-sector leaders to address evolving talent needs and expand economic mobility across the region.

The intern will work on a part-time schedule of approximately 25 hours a week, with specific hours and days of the week determined upon hire. This is a hybrid position and offers 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 \$20 per hour.

Core Responsibilities

- Support planning and execution of employer and educator convenings, student career events, and other programs, including logistics and summarizing key takeaways.
- Conduct research on workforce trends, industry needs, emerging technologies, and regional economic priorities to support team initiatives and publications.
- Support project management and execution of Skills & Talent initiatives, including grant-related tracking and reporting, administrative tasks, and monitoring project deliverables.
- Collaborate with the Marketing & Communications team to develop blog posts, research summaries, and other internal and external materials.
- Provide additional support to the Skills & Talent team and other initiatives as needed.

What We Value

- Interest in workforce and economic development, business strategy, public policy, emerging technologies, or the future of work. Prior workforce development experience is not required.
- Strong research, writing, and communication skills, with the ability to synthesize information and communicate effectively.
- Continuous growth mindset and an openness to learn about new issue areas.



- Excellent organizational skills, attention to detail, and ability to manage multiple projects and deadlines.
- Proactive, collaborative, and adaptable approach to working in a fast-paced environment.
- Previous experience in an office environment or other professional settings.

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

If you are interested in joining the Partnership, please submit a resume and one-page 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. While we are currently unable to consider candidates that require visa sponsorship, we welcome candidates eligible to work in the United States.