



PAID INTERNSHIP

JOB TITLE: Policy Communications Intern

REPORTS TO: Communications Director

LOCATION: Seattle, Washington

GENERAL DESCRIPTION: Perform policy-related communications research, conduct media monitoring and undertake related administrative tasks to support EOI's ongoing policy-related communications projects. Assist with execution of strategic communications plans in support of EOI policy objectives.

ABOUT EOI: The Economic Opportunity Institute (EOI) is a nonpartisan, non-profit public policy organization founded in 1998 and based in Seattle, Washington.

Our mission is to forge realistic public policies that promote long-term economic security and opportunity for Washington's middle-class and low-income workers and families, ensuring the benefits of prosperity are broadly available to all those who contribute to it.

We utilize research, education and advocacy to shape public debate and advance new policy ideas that support high-quality education, modern work-life standards, retirement security, and other shared investments in our common future.

POTENTIAL PROJECTS (2008):

1. Research and write articles highlighting EOI's policy achievements for annual report (to be produced in conjunction with 10th anniversary event to be held this fall).
2. Conduct daily review of local and national news, blogs and other media outlets. Select stories relevant and of interest to EOI policy work, compile, summarize and distribute to EOI staff.
3. Research and post items of interest on EOI's blog (www.washingtonpolicywatch.org).

4. Draft emails, blog entries, press releases, op-eds and other communications for media, supporters, allies and others.
5. Research, review and compile relevant research on messaging and framing policy issues related to EOI's work.
6. Work with staff to update, rationalize and maintain organization contact lists.
7. Other projects as specified.

MINIMUM QUALIFICATIONS:

- Excellent written and oral communication skills.
- Prefer experience with political communications and/or advocacy.
- Proficiency with Microsoft Office programs.
- Must be available at least 25 hours a week (flexible schedule available).
- Excellent interpersonal, organizational and time management skills.
- The ability to work independently with minimal direct supervision.

COMPENSATION:

Dependent on experience.

APPLICATION PROCEDURE:

Please email your resume and letter of interest to Aaron Keating: aaron at eoionline.org. The letter of interest should specifically address how your background relates to the desired qualifications and responsibilities of the position.