



**Economy
League**

GREATER
PHILADELPHIA

Public Policy Intern – Fall 2018

Organizational Overview

The Economy League of Greater Philadelphia addresses critical issues facing Greater Philadelphia by providing impactful research, connecting diverse leaders, and advancing shared solutions. We envision a thriving Greater Philadelphia region powered by informed and collaborative leadership.

Since its founding in 1909, the Economy League has believed that high-quality analysis and practical insight about the region's most important challenges and opportunities, combined with collaborative, cross-sector leadership are crucial drivers of prosperity in Greater Philadelphia. To learn more, visit www.economyleague.org.

Duties

Economy League Public Policy Interns support the Economy League on a variety of projects and initiatives. Work hours are flexible; however, we look for interns who can commit to working at least two days per week (16 hours) during the academic year. Duties include:

- Research and support for research projects across a range of economic development, workforce development, and public policy areas;
- Conducting economic development, workforce development, and public policy research;
- Performing quantitative analysis to generate insight from large and small datasets;
- Drafting reports on research conducted for both internal use and publication;
- Supporting Economy League project managers and other staff with the delivery of Economy League projects and strategic initiatives;
- Administrative and other duties, as assigned.

Qualifications

- Strong written and oral communication skills;
- Quantitative skills and experience with Excel (experience with other analytic and data management software is desirable);
- Experience working with data from a variety of federal and state agencies;
- Creativity, self-motivation and willingness to ask questions;
- Effective interpersonal skills, team player;
- Commitment to making Greater Philadelphia a world class region;
- Interest in public policy, state and local government, and the economy;
- Undergraduate upperclassmen and graduate students preferred.

To Apply

Please email a cover letter and resume to interns@economyleague.org by Friday, August 24th.

No phone calls please. Only candidates invited to interview will be contacted.