



## **ORGANIZATIONAL OVERVIEW**

The Economy League of Greater Philadelphia is an independent, nonpartisan, nonprofit organization dedicated to research and analysis of the region's resources and challenges with the goal of promoting sound public policy and increasing the region's prosperity. To learn more, visit [www.economyleague.org](http://www.economyleague.org).

## **DUTIES**

The Policy & Initiatives Intern will support the Economy League on a variety of projects and initiatives. Duties will include:

- Research and support related to the World Class Greater Philadelphia agenda and other projects, including analysis of issues related to business growth, education and talent development, and infrastructure;
- Researching public policy issues and best practices on a variety of topics, including economic development, government improvement, regionalism, and so on;
- Drafting reports on research conducted for both internal use and publication;
- 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.

## **HOW TO APPLY**

This position is only available to graduate students and undergraduate juniors and seniors. Email your resume, cover letter and a brief (1-2 page) writing sample to [interns@economyleague.org](mailto:interns@economyleague.org).