



**Economy
League**

GREATER
PHILADELPHIA

Events & Project Development Internship

Organizational Overview

The Economy League of Greater Philadelphia brings together leaders and organizations across all sectors to address the most challenging issues facing the Greater Philadelphia region. Built on our historic foundation of independent, high-quality analysis and practical insight, we spark new ideas, develop strategies, and galvanize action to make Greater Philadelphia globally competitive. To learn more, visit www.economyleague.org.

Duties

The Events & Project Development Intern will support the Economy League on a variety of projects and initiatives. Duties will include:

- Provide assistance in planning and executing 2-day conference for Greater Philadelphia business and civic leaders (<http://economyleague.org/connecting-leaders/gplex>). Assist with logistical and administrative tasks and help develop conference content and materials.
- Researching grant opportunities at the local and national level for potential project across the major Economy League focus areas of education and talent development, business growth, and infrastructure.
- Drafting reports on research conducted for both internal use and publication;
- Administrative and other duties, as assigned.

Qualifications

- Strong written and oral communication skills;
- 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

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