



**Economy
League**

GREATER
PHILADELPHIA

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

- Research and support for Economy League projects (<http://economyleague.org/driving-regional-change>), including analysis of issues related to business growth, education and talent development, and infrastructure;
- Provide assistance with content development, logistical support and administrative tasks for 4-day conference for Greater Philadelphia business and civic leaders (<http://economyleague.org/connecting-leaders/gplex>).
- Research public policy issues and best practices on a variety of topics, including economic development, government improvement, education and workforce development, and so on;
- Draft 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;
- 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. While not required, in your cover letter please note if you have a work-study award available for spring 2018.

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