

## Seasonal Internship Opportunities

**About The Economic Club of Washington, D.C.** Established in 1986, the Economic Club is a non-profit, non-partisan organization created to strengthen ties among the diverse and growing business community based in the Washington, D.C. region. The Economic Club promotes global awareness of the pivotal role Washington plays in the national and world economies. Its goals are twofold: to provide a prominent forum where global leaders can share their insights about major issues of the day; and to promote a robust peer community for the area's top executives. Today, the Economic Club has nearly 1,000 members representing businesses and organizations operations all over the United States and abroad. Learn more at [www.EconomicClub.org](http://www.EconomicClub.org).

**Internship Program Summary:** The Economic Club welcomes applicants interested in part-time or full-time internships throughout the year for a period typically lasting several months. An internship with the Economic Club provides an excellent opportunity to gain career experience in a non-profit environment while developing your skillset. To provide a wide-ranging experience, interns will have the opportunity to connect with all teams and support projects from all departments. Furthermore, this is an excellent opportunity for those considering a future career in Washington, D.C.

**Responsibilities Include:** We are currently searching for interns to support our various departments, including education, events, marketing, membership, and operations. Examples of responsibilities and projects below:

- Education Department:
  - o Conduct research and outreach to current scholarship recipients and program alumni.
  - o Support preparation and execution of program (scholar seminars, mentor sessions, etc.)
  - o Advise team on best practices for outreach, programs, and support for scholars in college.
  - o Interview past scholarship recipients and create "scholar spotlights".
- Events Department:
  - o Support preparation of in-person and virtual events for Economic Club members.
  - o Onsite staffing of in-person events, which provides opportunities to hear from our speakers.
  - o Conduct analysis and prepare reports following events to track member participation.
  - o Research speakers and programs of similar organizations.
- Marketing Department:
  - o Website Management: conduct audit of the website for necessary updates and fixes.
  - o Web & Social Media: audit social media accounts and online presence to enhance appearance.
  - o Graphic Design: develop reports, presentations, and factsheets to convey datapoints/updates.
  - o Media & Press: construct new and edit current media invitation lists for events.
- Membership Department:
  - o Research: support team with research into prospective/current members and update records.
  - o Data Analysis: track membership engagement data for use in factsheets and reports.
  - o Prepare materials for monthly Membership Committee meetings and weekly staff meetings.
  - o Proofread and edit membership materials, such as invitations and nomination packets.

- Operations Department:
  - IT: conduct research and make recommendations to enhance cybersecurity and IT practices.
  - HR: create guides for onboarding/training new staff.
  - Office Coordination: support organizational move to digital.
  - Office Operations: support inventory management and recommend office enhancements.

### **Qualifications/Desired Skills:**

- Interest in business, events, education, communications, and/or finance a plus.
- Knowledge of Microsoft Office software (Word, Excel, PowerPoint).
- Attention to detail with responsibilities like data analysis.
- Desire to work in a dynamic team environment.
- Driven and proactive attitude.

### **How to Apply:**

- Please submit resume and cover letter that notes why you are interested in this internship. Send to Jeffrey Germak (Director of Administration) at [HR@economicclub.org](mailto:HR@economicclub.org) with the subject line “Internship Application”. Please indicate in the email if you are a recipient of the Economic Club’s scholarship.
- Final candidates will be asked to participate in a phone and/or video interview.
- Email [HR@economicclub.org](mailto:HR@economicclub.org) for any questions.

### **FAQ:**

- What are the hours for a full vs. part-time internship?
  - Full-time: typically 9AM-5PM for 4 or 5 days a week.
  - Part-time: typically 10 hours per week scheduled around commitments (like classes/jobs).
- Are internships with the Economic Club paid?
  - Yes – the Economic Club provides hourly compensation for interns.
- Can I use this internship for course credit?
  - Please consult with your school advisors to determine if this internships opportunity is eligible for course credit and what forms would need to be completed.
- When are interns selected?
  - Internships with the Economic Club occur on a rolling basis.
- What technology is needed to participate in an internship?
  - If working onsite, a computer will be provided.
  - If working remotely, use of a personal vs. an organizational computer will be discussed.

### **Background Materials:**

- Economic Club Website: <https://www.economicclub.org/>
- 2020-2021 Annual Report: <https://www.economicclub.org/publications>
- YouTube Channel: <https://www.youtube.com/user/TheEconomicClubDC>