

PUBLIC POLICY INTERN

About the Columbus Partnership

The Columbus Partnership is a nonprofit organization of CEOs from Columbus' leading businesses and institutions. Through our membership and other ally organizations across Central Ohio, the Partnership upholds a shared vision to make Columbus the most prosperous region in the country.

The Columbus Partnership team also includes One Columbus, one of the nation's top economic development organizations that serves the 11-county Columbus Region; and Smart Columbus, an innovation lab that advances what is new and next at the intersection of technology and community good.

Can you imagine Columbus as the most prosperous region in the United States, where every day more and more people are able to improve their economic and social well-being? We do – every day.

The Role

The **Public Policy Intern** will work directly with the Columbus Partnership public policy team on projects that impact the Partnership and its affiliate organizations, One Columbus and Smart Columbus.

The projects that this team facilitates are fast-paced and highly variable, and the intern will work on assignments that vary in subject and scale. This internship provides first-hand experience with the work that professionals in the public policy and government affairs fields do on a daily basis to advance the Columbus Region.

The internship is onsite and located in Columbus.

Reports to

Director of Public Policy

Essential Duties and Responsibilities

- Research and summarize findings on issues facing the Columbus Region business community as they relate to local, state and federal policy.
- Assist with ongoing advocacy efforts and coalition building through the development of legislative updates, fact sheets, letters of support, legislative testimony and other materials to advance the Columbus Partnership's competitiveness agenda.
- Track legislation, political activity and policy trends that could impact the Columbus Region and the Smart Columbus initiative.
- Attend policy events and committee hearings and correspond with elected officials, government workers and member companies' government affairs staff.
- Support the planning efforts and execution of Columbus Partnership policy-related meetings and events.
- Support coordinated efforts and communication between key Central Ohio groups including the Ohio Business Roundtable, Columbus Region Coalition and others.
- Enter and update data in Salesforce and Microsoft Outlook/Excel
- Provide general administrative support as assigned.

Skills and Qualifications

- Advanced proficiency in Microsoft Word, PowerPoint, Excel and Outlook and basic office tasks.
- Experience managing projects from start to finish.
- Excellent organizational skills, strong hospitality and customer service skills.
- Maintains professionalism and discretion when handling confidential matters.
- Thrives in a fast-paced and dynamic environment.
- Able to work outside of standard office hours to accommodate meetings and events.
- Strong attention to detail, a collaborative attitude, interest in current events and a love of the Columbus Region.

Required Schedule

20 hours in office per week, Monday – Friday for the Spring 2024 semester (January – early May).

Compensation

Hourly rate plus parking pass.

To Apply

Please email the following in PDF format to Gerard Basalla, Director of Public Policy at gb@columbuspartnership.com and CC Nicole Laking, Public Policy Coordinator, at nl@columbuspartnership.com. Include “Public Policy Intern” in the subject line of your email.

- Cover letter
- Resume
- One-page writing sample that describes a project/initiative you were involved in. The sample should include answers to the following questions:
 - What was the project/initiative?
 - What was your role?
 - What specific steps did you take to accomplish your responsibilities?
 - If there a time when the project/initiative was not going as planned, how did you adapt?
 - What was the overall impact?
- Availability for a 30-minute virtual interview November 6 – November 9 during the hours of 8:00 a.m. to 5:00 p.m.
- Monday – Friday work availability during the internship period.

Internship application is **due on Friday, November 3 at noon.**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Columbus Partnership is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of race, color, sex, age, religion, ancestry, national origin, citizenship, disability, military status, sexual orientation, or genetic information. One Columbus requires all employees, vendors and associates to support its nondiscriminatory policies.