

INTERN (Non-Exempt)

About the Columbus Partnership

The Columbus Partnership brings together civic-minded business leaders in a unique collaborative effort to advance a shared vision to make Columbus the most prosperous region in the country. Through our work, we help create jobs and attract capital investment, expand access to opportunity and improve the economic competitiveness of the Columbus metropolitan area.

Columbus Partnership member CEOs and the broader network of companies that invest in our work are committed to the future of the Columbus metro through high-impact civic and philanthropic engagement. Our professional and cross-functional team works together in a fast-paced, results-driven, in-person work environment. The work is also carried out through our One Columbus, Smart Columbus and Columbus Region brands, as well as other initiatives focused on ensuring the best possible future for our community.

The Internship

This internship offers the opportunity to contribute within a dynamic, collaborative environment where teamwork and cross-functional partnership are essential to success. Interns engage with colleagues across departments, gaining exposure to a variety of projects and perspectives while supporting work that advances the region and the broader mission of the team.

The environment is fast-paced, with shifting priorities that create opportunities to take on new challenges and gain exposure to different types of work on a regular basis. Contributions made through this role directly support efforts that help move the region forward while strengthening the organization's overall impact.

Interns take ownership of assigned tasks while also contributing ideas and perspectives to team discussions. The experience is designed to build professional skills through hands-on work aligned with individual interests and career goals, with opportunities to explore different functional areas and tailor the internship experience based on strengths and development interests.

Available Internships

There are several internships open and available for applications. Find role descriptions below:

- **Economic Development Intern**

Reports to: Vice President, Talent

The Role: In this role, the Economic Development Intern supports the economic development team in deal sourcing and closing, as well as talent efforts that advance regional economic growth. Responsibilities include maintaining databases, including Salesforce, to ensure information is accurate, organized and actionable. Responsibilities also include creating and maintaining outreach lists, supporting proposal development and coordinating materials and logistics for client visits to the region. This role provides exposure to economic development strategy, client engagement and a deeper understanding of the key drivers that move the Columbus region forward.

- **Engagement Intern**

Reports to: Administrative and Engagement Coordinator

The Role: In this role, the Engagement Intern supports the planning and execution of stakeholder events and programming that strengthen relationships with partners, stakeholders and community members. Responsibilities include coordinating event logistics, supporting vendor management, crafting invitations, tracking attendance and preparing meeting materials to ensure seamless execution. Responsibilities also include maintaining accurate member and investor data, participating in content planning and supporting ticket distribution for community and partner events. This role offers exposure to event strategy and full lifecycle event logistics from planning through execution in a collaborative, fast-paced environment.

- **Finance and Administration Intern**

Reports to: Controller

The Role: In this role, the Finance and Administration Intern supports financial operations that contribute to the organization's overall performance and sustainability. Responsibilities include assisting with expense tracking, financial reporting and budgeting processes, ensuring accuracy and attention to detail across all financial activities. Responsibilities also include supporting the maintenance of financial records and systems to ensure data integrity and provide insights that inform decision-making. This role offers exposure to financial planning and analysis, organizational operations and cross-functional collaboration within a mission-driven environment.

- **Innovation Intern**

Reports to: Engagement Coordinator

The Role: In this role, the Innovation Intern supports the innovation team's initiatives that drive community impact and forward-thinking solutions. Responsibilities include meeting coordination, project support, database maintenance and partner engagement efforts that support ongoing initiatives. Responsibilities also include contributing to documentation, supporting process improvements and assisting with AI integration efforts to enhance workflows and outcomes. This role provides exposure to innovation strategy, emerging technologies and hands-on project development in a dynamic environment.

- **Marketing and Communications Intern**

Reports to: Marketing Manager

The Role: In this role, the Marketing and Communications Intern supports regional storytelling and brand visibility through integrated marketing and communications efforts. Responsibilities include assisting with media relations, supporting digital promotion and creating content for social media, newsletters and other platforms, while helping track performance and engagement. Responsibilities also include supporting the development of marketing materials, maintaining brand assets and contributing to website updates and cross-functional initiatives. This role offers exposure to strategic communications, content development and brand management in a collaborative, creative environment.

- **Public Policy Intern**

Reports to: Public Policy Coordinator

The Role: In this role, the Public Policy Intern supports research, analysis and advocacy efforts that advance the region's competitiveness. Responsibilities include researching and summarizing key issues impacting the regional business community across local, state and federal policy, while tracking legislation, political activity, elections, media updates and broader policy trends. Responsibilities also include contributing to advocacy efforts through the development of legislative materials and supporting the planning and execution of policy-related meetings and events. This role offers exposure to public policy strategy, government relations and stakeholder engagement at the local, state and federal levels.

- **Research Intern**

Reports to: Director, Research

The Role: In this role, the Research Intern supports data-driven initiatives that inform economic development strategy and storytelling across the Columbus region. Responsibilities include gathering, analyzing and preparing business, economic and demographic data for use in marketing materials, client and stakeholder requests and presentations highlighting regional progress. Responsibilities also include producing reports and data visualizations and maintaining databases related to economic development projects, leads and key regional assets. This role offers exposure to economic research, data analysis and strategic insights that support regional growth and decision-making.

Skills and Qualifications

- Demonstrates strong analytical and problem-solving skills, with the ability to interpret data and contribute to actionable insights.
- Exhibits effective organizational and time management skills, with the ability to manage multiple priorities in a fast-paced environment.
- Supports the management and maintenance of databases with a high level of accuracy and attention to data integrity.
- Brings a positive, collaborative approach with a proactive mindset and an interest in current events and the growth of the Columbus region.
- Effectively manages multiple deadlines, priorities and projects within a team-oriented setting.
- Approaches assignments with confidence while seeking opportunities to improve processes and outcomes.
- Maintains a strong attention to detail across tasks and deliverables.
- Demonstrates clear written communication and proofreading skills.
- Shows the ability to quickly learn and adapt to new tools, technologies and systems.
- Exercises sound judgment, maintains professionalism and handles confidential information with discretion.
- Demonstrates flexibility and a willingness to take on new tasks and responsibilities as assigned.

Schedule and Workplace

- 15-30 hours in office per week, for a period of 4 months from May 20 – August 21 with the option for longer depending on schedule.
- The Columbus Partnership is an in-person work environment with this role based in Downtown Columbus.

We Offer

- A front-row seat impacting our community's future.
- A modern downtown office with free parking along the Scioto Mile.
- A high-impact, mission-driven team that's doing big things for the Columbus metro.

To Apply

Please email cover letter and resume to careers@columbuspartnership.com. Include the internship title from above listing in the subject line of your email. Also include the following:

- Monday – Thursday work availability between May 20 – August 21.
- Availability for a 30-minute virtual interview during the hours of 8:00 a.m. to 5:00 p.m. Wednesday, April 30 – Wednesday, May 13.
- If applying for the **Public Policy Internship**, please also include a one-page writing sample that describes a project you were involved in. The sample should creatively and succinctly answer the following questions: What was the project? What was your role? What specific steps did you take to accomplish your responsibilities? If there a time when the project was not going as planned, how did you adapt? What was the overall impact of the project?

Internship applications will close by or before Friday, May 8.

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 employment 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. The Columbus Partnership requires all employees, vendors and associates to support its nondiscriminatory policies.

The Columbus Partnership is committed to the full inclusion of all qualified individuals. In keeping with our commitment, The Columbus Partnership will take steps to ensure that people with disabilities are provided with reasonable accommodation. Accordingly, if reasonable accommodation is required to fully participate the job application or interview process, to perform the essential functions of the position, and / or to receive all other benefits and privileges of employment, please contact careers@columbuspartnership.com.