



## **Job Description: The Business Institute of Washington Internship**

**Job Title:** Associate Analyst & Social Media Coordinator

**Reports to:** President

**Job Location:** Business Institute of Washington Office

**General Summary of Responsibilities:** An essential component to the Business Institute of Washington's (BI) community outreach/education programs, the Associate Analyst & Social Media Coordinator implements activities associated with the program areas of fundraising research and analysis, and media relations. Interns at the Business Institute of Washington are civic minded individuals who are interested in expanding their knowledge on public policy and its effects on the business climate in Washington State. This student intern position offers an excellent opportunity to work with various groups involved with creating public policy, from non-profit groups, private companies, as well as elected officials.

### **Duties and Responsibilities:**

- Participates in weekly program strategy meetings with senior staff.
- Proactively interacts and coordinates with senior staff and volunteer public policy professionals who are either Board members or supporters of the Institute to ensure the quality of deliverables produced by this position.
- Works closely with the Vice President of Research and President in analyzing political contributions to candidates and special interest groups who are involved in the Washington State Legislature. Manages up to 200 fundraising files at one time, updating each file on a monthly basis.
- Handles posting of completed fundraising analysis to the Business Institute Website. Posting occurs weekly for the public's benefit.
- Manages online profiles and works closely with the President and Vice President of Public Relations & Membership to create content for social media outreach.
- Responsible for building and developing social media networking opportunities that compliment the Institute's Business Institute media relations program.
- Serves as a team member with other Enterprise Washington staff to use and maintain the database of business contacts and supporters.
- Participates in a 1 full day job shadow with a CEO, public, government or community affairs professional of a company or organization that supports either The Business Institute of Washington or Enterprise Washington.
- Presents overview of Business Institute of Washington research and media relations programs to upper level management events in the companies where job shadows were performed.
- Provides guidance and training for newly hired interns.
- Serves as a team member with other Enterprise Washington staff with regard to normal office operations and maintenance.

### **Details:**

1. The Business Institute of Washington provides a full day orientation, where interns have a chance to meet directly with all senior staff and get briefed on each program area performed by the Business Institute. This orientation includes education on the history of the organization, mission and vision as well as administration policies with regard to employment.
2. Interns will have formal training in the area of research and analysis that includes how to interface with the Washington State Public Disclosure Commission staff, and technology. This includes training on how

to download and manage data from the PDC, as well as how to make personal contact with PDC staff when discrepancies in data are found.

3. Training in the Business Institute's GiftWorks database and Contribute web editing software is included in the internship.
4. Interns will also have full exposure to the full media and public relations program, and have the opportunity to coordinate and manage all social media outreach through Facebook, Twitter and other sites.
5. The 1 day job shadow experience will be in coordination with Business Institute or Enterprise Washington supporters and their senior staff in the public, government or community affairs departments. Following the job shadow, interns will make themselves available to the company or organization to present an overview of Business Institute programs and how they relate to the public relations activities experienced in the job shadow.
6. Administration and operations duties will include being available for work between the normal business hours of 9:00 a.m.-5:00 p.m. at the office location of 1275 12<sup>th</sup> Avenue NW, Ste.2, Issaquah, WA 98027, checking and responding to voice mail, personal email and phone calls, properly handling inter-office correspondence, and maintaining personal time sheet.
7. Interns will receive \$10 per hour. Paychecks will be distributed bi-monthly. Interns have the option of being compensated with school credit.

**Application Criteria:**

The Business Institute's Internship Program is offered to High School and College students ages 15 to 20. Having community service experience and/or speaking another language are desirable, but not a requirement.

**To Apply:**

Applicants should send The Business Institute a resume with two (2) references. Please send your resume via email to [info@enterprisewashington.org](mailto:info@enterprisewashington.org) or by fax to 425-313-0075. If you have further questions, please call us at 425-313-0074.