

## Office of the President

Over the course of an eight-week paid internship in the summer of 2021, Emerson Collective will catalyze an extraordinary and talented group of college students through mentorship, enriching programs, and meaningful work experience.

Selected Interns will work out of the Emerson Collective offices in Palo Alto, California or Washington, DC. Those interning with XQ will be based in Oakland, California. Placement locations will be determined by the internship and we are unable to accommodate adjustments.

Areas of focus include, but are not limited to, communications, project support, events, policy, and research. Summer interns will also participate in weekly programming designed to develop leadership capacity and build out professional networks.

### Scope

The Office of the President serves as a central hub for Emerson Collective's efforts to create systemic change in education, immigration, climate, cancer research and treatment, and beyond. The intern in the Office of the President will execute research, provide support on special projects, assist in the planning of site visits, and help draft briefing memos and other materials. This person will work closely with both the Manager of Planning and the Executive Assistant to the President. The ideal candidate will have knowledge and curiosity in cross-disciplinary topics, including education, immigration, climate, politics, food access, and the arts. Preference will be given to applicants with extensive research experience, and strong written and verbal communication skills. The Office of the President intern will work at the Emerson Collective offices in Palo Alto.

### Qualifications

- All interns may encounter sensitive information and are expected to maintain a high level of discretion and confidentiality.

- Flexible and adaptive work ethic; all interns will contribute to special projects across different teams as they arise.
- Competent problem solving and confident self-starting skills
- You're passionate about social impact, particularly fighting poverty, improving schools, making government work well for all, environment, and/or immigrants' rights.
- You're intellectually curious. You love learning new things. You learn quickly and independently. You respond to new ideas, projects, and tasks with enthusiasm and a sense of possibility.
- You're creative and resourceful when solving problems or completing tasks.
- You have exceptional organization skills. You have strong prioritization skills, including time management and project management skills, and always follow through.
- You have excellent written and oral communication skills, including the ability to develop materials for internal and external audiences. You can communicate complex information clearly and concisely with everyone in the organization and with external stakeholders.
- You maintain a team-oriented approach and thrive in entrepreneurial, dynamic environments. You're comfortable taking on new tasks or projects with little direction and adjusting course quickly in response to feedback.
- You have high standards for accuracy, quality, and integrity.
- You respond to new ideas, projects, and tasks with enthusiasm and a sense of possibility.

## Location

- Palo Alto, California

## Compensation

This is a paid internship that offers both housing and travel stipends.

## Questions

Please direct any questions to [internship@emersoncollective.com](mailto:internship@emersoncollective.com)

Students: [Click here to apply](#)