

## Planning and Development

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

Emerson Collective's Managing Director works across multiple teams, leading research in place-based planning and finance projects across Emerson Collective. The Strategic Planning and Development intern will conduct research on urban planning issues and should have an interest in both urban development and finance. Additionally, the intern will explore innovative technologies and solutions to complex problems and should have some level of background in financing mechanisms and strategies. Projects will involve high-level research and analytics, and interns should expect to develop materials for presentations, meetings, and convenings. The intern will interact with team members across the Collective, including multiple time zones, and should be an excellent communicator as they will be tasked with seeking information and feedback from a variety of team members. Research experience as well as experience developing graphic presentations is preferred. The intern will work at the Emerson Collective offices in Washington DC.

## 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

- Washington, District of Columbia

## 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](#)