

Spring Intern

EMILY's List, the nation's largest resource for women in politics, has raised over \$400 million to support pro-choice Democratic women candidates – making it one of the most successful political organizations ever. We recruit and train candidates, support strong campaigns, research women's issues, and turn out women voters. We've trained over 9,000 women to run and helped elect over 100 women to the House, 19 to the Senate, 11 governors, and over 700 to state and local office. Since its founding in 1985, almost one-third of the candidates EMILY's List has helped elect to Congress have been women of color - including every single Latina, African American, and Asian American Democratic congresswoman currently serving.

Principal Responsibilities

EMILY's List interns have the opportunity to do substantive work, while gaining in-depth experience in the political sector. EMILY's List offers full-time internships in nine departments.

Duties may include

- Working with the communications department to create and maintain press lists;
- Sustaining communication with the Friends of EMILY monthly donors and tracking donor requests;
- Working closely with departments on event logistics and planning;
- Participating in weekly digital team content brainstorming;
- Helping design branded email marketing graphics to raise money for EMILY's List and our endorsed candidates;
- Organizing and maintaining candidate information files;
- Assist with check processing procedures in order to meet FEC compliance requirements;
- Preparing candidate and opponent background research memos;
- Researching voting rules, regulations and timelines in key states;

Qualifications

The ideal candidate must be incredibly organized; able to work both independently and on a team; able to juggle and prioritize multiple tasks in a deadline-driven environment; and show strong attention to detail. Strong written and oral communication skills are required.

We seek candidates with the ability to make good judgment and maintain confidentiality. An interest in electing pro-choice Democratic women required.

Learn more and apply at: <http://www.emilyslist.org/internship>.

Spring 2016 applications are now open. Applications are reviewed on a rolling schedule; however, you are strongly encouraged to apply early on for best consideration.

No calls, please. All internships are located in Washington, DC and are unpaid.

EMILY's List is an Equal Opportunity Employer that values a multi-cultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.