



Position Description

Date: 11/25/13

Title: Intern/Assistant to Executive Director

Location: Washington, DC

Company: Economic Growth DC (<http://economicgrowthdc.org>) is a non-profit political and economic advocacy organization focused on promoting the general welfare of the residents of the District of Columbia through a strong economy. Economic Growth DC and its charitable foundation are organized as both a 501(c)(3) and a 501(c)(4).

Duties & Responsibilities

- Intern will serve as a general assistant to the executive director:
- Manage the executive director's calendar
- Answer and return phone calls
- Initiate and respond to emails
- Arrange and attend a wide variety of meetings
- Conduct fundraising research
- Assist in preparation of fundraising presentations
- Attend meeting on the organization's behalf
- Conduct research on policy issues relevant to the District of Columbia

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