



Council for Quality Growth Policy Internship

The Council for Quality Growth is a non-profit trade association representing the growth and development industry with the mission of promoting balanced and responsible growth in metro Atlanta and Georgia. We bring the development community and policy makers together as we focus on long-range community planning, encouraging adequate government services, catalyzing consensus on growth issues, and convening discussion on responsible development. The Council delivers this mission through the platforms of Advocacy, Education and Information. We work with thousands of elected officials, administrators and, staff across metro Atlanta's more than 90 local governments plus state agencies and legislative and executive leadership.

We collaborate to ensure that planning, zoning and other local, regional and state regulatory policies promote thriving communities, strong infrastructure, and a prospering economy. We advocate in city councils, county commissions, regional commissions, and the state legislature and regulatory meetings. Members, in turn, receive exclusive access to the most comprehensive information about regulatory and policy issues in the region. We educate local and state elected officials and professional staff who regularly seek our policy advice and input. The Council is committed to the belief that Atlanta's economic future and quality of life is highly dependent on continued, balanced, quality growth. To that end, the Council promotes market driven solutions to critical public policy issues that face the region and state.

The Council is currently seeking independent, dedicated individuals to serve as Policy Interns with the agency. These internships will be structured learning opportunities geared to teach "real world applications" of public policy development.

Those seeking a bachelor's degree in Public Policy, Public Administration, Urban Planning, Political Science or other Policy related areas of study will be most successful. Other areas of study including Economics, Environmental Studies, Environmental Design or Engineering, Law, Real Estate, Business Administration are also welcome. Interns will be expected to research various public policy issues, write articles for newsletters, and assist regular staff with formulating solutions to real public policy issues affecting our members.

Examples of Work

- Attend, participate, and report on monthly Council Advisory Meetings and Council Events, Panel Discussions, and Networking Receptions
- Prepare/deliver research findings in the form of reports, briefs, news articles, & other media formats
- Coordinate moderated discussions with elected officials and membership
- Provide programmatic assistance for professional development workshops and briefings on relevant policy and regulatory issues;
- Assist with preparation of weekly newsletters that provide membership with updates on issues currently underway in the metro Atlanta region using Constant Contact
- Perform other duties as assigned

Knowledge, Abilities and Skills Required

- Completed or working toward a college degree, preferably in a related field (e.g., English, Public Policy, Communications, Public Health, or Public Relations)
- Skilled in verbal, written, and interpersonal communications
- Skilled in establishing priorities and ability to work independently with general instruction
- Experience using programs including Microsoft Office and Constant Contact (a plus)
- Knowledge of local policy issues & lawmaking processes, ideal but not required
- Ability to establish and maintain effective working relationships with Council membership, local, regional and state government, planning organizations, business organizations and strategic industry associations

Compensation

All internships at the Council are unpaid; but allow students to gain valuable “real world” experiences and professional connections in the real estate, engineering, and public policy fields. Students are also encouraged to apply for course credits. Any expenses incurred will be reimbursed, including mileage for work related travel.

NOTE FOR STUDENTS SEEKING COURSE CREDIT(S): The Council will work with you and your academic advisor/professor to determine the appropriate project for your specific internship program. In addition to your duties and responsibilities at the Council, you will likely be asked by your academic advisor/professor to keep a daily journal of your work experiences and to write a paper about the work you complete at the Council. Please see your academic advisor/professor for specific requirements of your college or university.

Hours and Office Expectations

Council internships are typically 3-6 months, 10-20 hours per week depending on candidate’s schedule. A regular schedule with normal working days and hours will be established. The intern may be required to attend events before and after normal business hours.

If you are looking for an internship with real-world application please send your resume to Sandy Collins, Membership Services & Operations Manager via email at sc@councilforqualitygrowth.org.