**Seeking Interns for Spring/Summer 2018**

SEATTLE, WA - The Pacific NorthWest Economic Region (PNWER) internship program offers qualified students valuable hands-on work experience in a small, dynamic non-profit organization focused on U.S. - Canada relations and public-private sector cooperation. Interns will assist with PNWER working groups, conduct administrative tasks, and support staff in key project areas. PNWER focuses on a wide variety of working groups and cross-border collaboration issues including, but not limited to:

* Energy & Environment
* Border & Trade
* Disaster Resilience and Cybersecurity
* Infrastructure
* Transportation
* NAFTA Modernization
* Workforce Development
* Innovation
* Economic Development
* Water Policy
* Invasive Species
* Agriculture
* Tourism
* Forestry

To apply, please send a brief cover letter, resume, and area of interest to [nate.weigel@pnwer.org](mailto:nate.weigel@pnwer.org).

Application deadline is March 15, 2018.

**What interns can expect from their internship**:

Summer interns will play an integral role in the development of the PNWER Annual Summit in Spokane, WA, July 22-26, 2018, a gathering of over 600 legislators, business leaders, and government officials. Interns will have the opportunity to join the PNWER staff in Spokane July 22 -26 for the PNWER Annual Summit.

The Summer Internship will provide experience working in a small, non-profit organization involved in promoting regional cooperation and understanding. Interns will be assigned to working group areas and support staff in developing agendas around key policy issues; coordinating with stakeholders, including legislators and CEOs; researching and developing reports; and providing other logistical and administrative support.

Examples of duties would include, but are not limited to:

* Development of Summit working group session agendas on most relevant issues around above policy areas
* Help prepare working group materials
* Coordinate working group meetings and conference calls
* Research key stakeholders and issues in above policy areas
* Assist in compiling regular email newsletter
* Monitor local and national news
* Assist with social media outreach
* Administrative tasks related to Summit coordination

**Requirements and Qualifications:**

* Applicants must be currently enrolled in or recently graduated from an undergraduate program. Students pursuing a degree in political science, international studies, public policy, journalism, environmental studies, etc. are strongly encouraged to apply.
* Excellent oral and written communications skills (ability to provide writing samples upon request)
* Confidence to work with high level legislators and business CEOs.
* A self-motivated, outgoing person who pays close attention to detail and accuracy
* Proven ability to multi-task, self-manage, and develop and keep timelines.
* Familiarity with Microsoft Word, Excel, and Publisher

**Internship Details**

Internship positions are unpaid 12-15 hours per week. Summer internships begin on a rolling basis. Ideal start and end dates are mid-February through mid-August.

**About PNWER**

The Pacific Northwest Economic Region (PNWER) is a statutory, public/private partnership composed of legislators, governments, and businesses in the Northwest states of Alaska, Idaho, Montana, Oregon and Washington, and the Western Canadian provinces of British Columbia, Alberta, Saskatchewan, Northwest Territories and Yukon Territory. PNWER promotes greater regional cooperation by governments and business to enhance the region’s global competitiveness, while striving to maintain or improve its environment. For more information, visit www.pnwer.org.