



# Immerse Yourself in a Think Tank

## Internship Opportunities

### CONTACT

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**THE HEARTLAND INSTITUTE**   
IDEAS THAT EMPOWER PEOPLE

# About The Heartland Institute



The Heartland Institute is a national, nonprofit, non-partisan research organization, similar to The Heritage Foundation or Cato Institute, located in Arlington Heights, Illinois.

The mission of The Heartland Institute is to discover, develop, and promote free-market solutions to social and economic problems. We produce original research, apply discoveries to real-world problems and opportunities, and effectively market our work to change policy.

## WHAT MAKES HEARTLAND UNIQUE

1. Our primary target audience is the nation's 7,300 state elected officials. We reach more of them, more often, than any other think tank in the U.S.
2. We produce monthly public policy newspapers – *Budget & Tax News*, *Environment & Climate News*, *Health Care News*, and *School Reform News* – that present free-market ideas as news rather than research or opinion.
3. We promote the work of other free-market think tanks in our newspapers and all our work. No other organization does more to promote the work of other think tanks and allies.

More than 1.5 million people visited our websites in the past 12 months. Our Facebook page registers nearly 100,000 likes and approximately 300,000 post views every week.

We have a full-time staff of 37. Our 2015 budget is approximately \$7 million. We are funded by the voluntary contributions of approximately 5,500 pending supporters.

Approximately 250 academics and professional economists write for us and participate in our peer-review process, and more than 180 elected officials serve on our Legislative Forum.

We generate a constant stream of books, policy studies, op-eds, news releases, letters to the editor, podcasts, and much more. We appeared in the mainstream media more than 575 times in 2014, with a combined print circulation of 69.1 million readers.

Our government relations staff made more 1.1 million contacts with elected officials in 2014; more than 20,000 of those contacts were one-on-one either in person, by phone, or by email.



# Internship Opportunities

Internships ordinarily run for 10 weeks. Interns typically work 20 hours each week and are paid \$150 per week. These terms are flexible – ask if a different term or number of hours would work best for you. Interns are expected to have:

- knowledge of public policy issues and free-market thought
- significant experience and fluency with Word Perfect or Word for Windows
- excellent written and oral communication skills
- a professional demeanor, attention to detail, and an ability to make reasoned judgments
- experience with conducting research on the Web and using social media

## COMMUNICATIONS DEPARTMENT

- prepare and submit news releases, op-eds, letters to the editor, and feature articles to mainstream media outlets
- use Heartland's Facebook, Twitter, YouTube, and email accounts to promote new research and commentary, monitor reactions and ongoing debates, and participate in online discussions
- help plan, promote, and attend events for Heartland supporters and exhibit at events hosted by other organizations
- reach out to television and radio show hosts to "pitch" Heartland spokespersons
- promote and schedule speaking engagements for Heartland spokespersons

## DEVELOPMENT DEPARTMENT

- edit and proofread proposals and letters to donors, prospects, and allies
- research new and potential donors
- participate in a survey of donors by phone and email
- help plan, promote, and attend events for Heartland donors
- help schedule and sometimes accompany development staff on meetings with current and potential donors

## EDITORIAL DEPARTMENT

- edit and proofread letters to the editor, opinion-editorials, and research reports
- proofread and assign MS Word styles to newspaper articles for graphics department
- provide research assistance for authors of books, policy briefs, and other publications
- proofread, edit, assign HTML styles, and send e-newsletters to broadcast email provider and post on websites
- find and correct data entry errors in the online PolicyBot research database

## GOVERNMENT RELATIONS DEPARTMENT

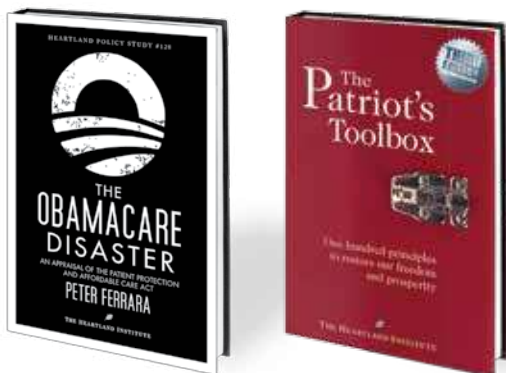
- research and writing on one or more of the following public policy issue areas: budget and tax, telecom, school reform, health care, energy and environment, and finance
- dissemination of research and commentary to elected officials via mailings, emails, phone calls, and face-to-face meetings
- outreach to journalists and opinion leaders via letters to the editor and opinion-editorials
- planning, promotion, and attendance at events for elected officials hosted by Heartland or allied organizations
- administrative support, including updating legislator contact information and assembling and mailing educational and promotional materials to elected officials

## GRAPHIC DESIGN

- create design solutions according to specified assignments
- administrative support, including updating promotional materials for all departments
- design solutions and layouts using InDesign
- retouch photographs using Photoshop
- prepare files for use online and for print

## ADMINISTRATIVE/HUMAN RESOURCES

- assist with employee relations; training and development; benefit administration; and recruitment
- maintaining employee files
- assist staff with mailings and research projects
- create information boards
- other duties as assigned



# Is The Heartland Institute For You?

Are you a conservative or libertarian considering a career in the free-market movement? Do you want to spend 10 weeks working side-by-side with others who share your interests, learning new skills and making contacts that can launch your career? Then being an intern at The Heartland Institute is the right choice for you.

For more information or to apply for an internship, go to [heartland.org/jobs](http://heartland.org/jobs) or call 312/377-4000 and ask to speak to Latreece Reed.

## What Past Interns Say



"Interning at The Heartland Institute was an incredibly valuable experience. Not only did I receive training while working in an exceptional work environment with people who are passionate about liberty, I was able to develop essential skills that I'll be able to utilize for the rest of my life in a variety of workplaces."

JUSTIN HASKINS  
EDITOR  
THE HEARTLAND INSTITUTE



"Interning at The Heartland Institute provided me with the guidance I needed to start my career. As an emerging professional, the opportunity to work and gain knowledge is priceless. Heartland provides an educational experience in a professional environment and valuable insight on public policy. Heartland has given me a place to think, create, and use new skills."

BRITTNEY JONES  
DEVELOPMENT ASSISTANT  
THE HEARTLAND INSTITUTE



"I am very grateful for the opportunities that came with interning at The Heartland Institute. The friendly staff and wonderful work environment allowed me to develop a wide range of skills from writing to graphic design. I highly recommend it to anyone who is interested in furthering the cause of liberty."

DONALD KENDAL  
NEW MEDIA SPECIALIST  
THE HEARTLAND INSTITUTE



"Interning at Heartland was one of the best and most valuable experiences I had during my collegiate career. At the end of my internship in the Government Relations Department, I left Heartland with a portfolio of policy-oriented newspaper articles, experience working with state lawmakers, skills I will be able to use throughout my career, and an insatiable appetite for public policy."

LOGAN PIKE  
STATE GOVERNMENT RELATIONS MANAGER  
THE HEARTLAND INSTITUTE

# Internship Application

## CONTACT INFORMATION

FULL NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE / ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE / ZIP \_\_\_\_\_

## POSITION SPECIFICATIONS

### PLEASE SELECT DESIRED DEPARTMENT

- |   |   |
|---|---|
| <input type="checkbox"/> Communications | <input type="checkbox"/> Editorial                      |
| <input type="checkbox"/> Development    | <input type="checkbox"/> Government Relations           |
| <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Administrative/Human Resources |

### PLEASE SELECT DESIRED SESSION (sessions are flexible)

- |   |   |
|---|---|
| <input type="checkbox"/> January - March  | <input type="checkbox"/> April - June       |
| <input type="checkbox"/> July - September | <input type="checkbox"/> October - December |

### LIST YOUR HOURS OF AVAILABILITY

MONDAY: \_\_\_\_\_ TUESDAY: \_\_\_\_\_

WEDNESDAY: \_\_\_\_\_ THURSDAY: \_\_\_\_\_

FRIDAY: \_\_\_\_\_

## PLEASE ATTACH WITH YOUR APPLICATION

1. A copy of your resume.
2. A one-page cover letter explaining why you want to intern at The Heartland Institute. Also include information that is not on your resume that will help us with the selection process.
3. Two writing samples.
4. Two letters of recommendation.

Email or fax this application to:

The Heartland Institute  
Ms. Latreece Reed, Vice President of Administration  
3939 North Wilke Road  
Arlington Heights, Illinois 60004

PHONE: 312/377-4000

FAX: 312/275-7942

EMAIL: [lreed@heartland.org](mailto:lreed@heartland.org)