The Columbus Partnership Public Policy Fellowship Program
Autumn 2021 – Spring 2022 Application

The Columbus Partnership Public Policy Fellowship Program is a part-time, paid internship experience for third- and fourth-year undergraduate students or recent college graduates. This program will last for approximately eight months (September 2021 through April 29, 2022).

ORGANIZATIONAL OVERVIEW
The Columbus Partnership is a non-profit, membership-based organization of 80 CEOs from 75 of Columbus’ leading businesses and institutions. The organization’s primary goal is to improve the economic vitality of the Columbus Region through collaboration and thought leadership. The Columbus Partnership enterprise is made up of three distinct organizations that work together on economic development projects to advance the Region: The Columbus Partnership, Smart Columbus and One Columbus.

Smart Columbus was established in 2016 after Columbus won the U.S. Department of Transportation’s $50 million Smart City Challenge. The organization is committed to innovation in the areas of transportation, electrification, renewable energy, connectivity and to using new and next technologies to create prosperity for everyone in our smart and connected Region.

Lastly, One Columbus is the economic development arm of the enterprise. Previously Columbus 2020, this strategic initiative’s mission is to lead a comprehensive regional growth strategy that develops and attracts the world’s most competitive companies, grows a highly adaptive workforce, prepares our communities for the future, and inspires corporate, academic and public innovation throughout the 11-county Columbus Region. One Columbus has set forth a shared vision for the Columbus Region to be the most prosperous region in the United States.

These organizations work together to align public and private sector leaders around economic development priorities in the Columbus Region. You can learn more about each organization on their respective websites: www.columbuspartnership.com, https://smart.columbus.gov/ and www.columbusregion.com.

POSITION DESCRIPTION & RESPONSIBILITIES
The next Columbus Partnership Public Policy Fellow will work on projects that impact each of these three distinct organizations, having the opportunity to experience how they intersect and overlap. The fellow will work directly for the public policy team, reporting to the Vice President of Public Policy, Jeff Polesovsky and Associate Director of Public Policy, Gerard Basalla. The projects that this team facilitates are fast-paced and highly variable — the fellow will work on assignments that vary in subject and scale. This fellowship program gives students an honest perspective on the type of work that professionals in the public policy and government affairs field do daily.
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General responsibilities of the Columbus Partnership Public Policy Fellow include, but are not limited to:

- Research and summarize findings on the many issues facing the Columbus Region business community as they relate to local, state and federal policy;
- Assist with ongoing advocacy efforts and coalition building through the development of legislative updates, fact sheets, letters of support, legislative testimony and other materials to advance the Columbus Partnership’s competitiveness agenda;
- Track legislation, political activity and policy trends that could impact the Columbus Region and, specifically, the Smart Columbus initiative;
- Attend virtual policy events and committee hearings and correspond with elected officials, government workers and member companies' government affairs staff;
- Support the planning efforts and execution of Columbus Partnership policy-related meetings and events;
- Support coordinated efforts and communication between key central Ohio players including the Ohio Business Roundtable, Columbus Region Coalition and others;
- Enter and update data in a customer relationship management (CRM) system and Microsoft Outlook; and
- Provide general administrative support to the team as required.

QUALIFICATIONS
The ideal fellow will demonstrate strong proficiency in Microsoft Office programs and basic office tasks as well as have experience managing projects from start to finish. They will possess excellent organizational skills, strong hospitality and customer service skills, the ability to work with confidential tasks and information, the ability to work in a fast-paced and dynamic environment, a strong attention to detail, a collaborative attitude, an interest in public policy and a love of the Columbus Region.

Fellows must be able to commit, at minimum, eight months at 15-25 hours per week between the hours of 8:00 a.m. and 5:00 p.m. Fellows may be required to work outside regular business hours and will be notified of such instances in advance.

The Fellowship Program begins at a date that we determine upon hiring (September 2021) and concludes on April 29, 2022. Terms of commitment can be negotiated upon hire with the fellow’s direct supervisor, Gerard Basalla.
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WHY SHOULD I APPLY?
Fellows will gain valuable knowledge and experience that will broaden their perspectives and help jump-start their careers upon graduation. The fellowship experience is designed to deliver two key outcomes:

1. **Real-World Professional Development Experience.**
The fellow will spend the duration of the fellowship working within organizations with great impact on the Columbus Region’s economy. The Columbus Partnership engages the top industry and community leaders in Central Ohio to identify and drive community initiatives; Smart Columbus is the driving force behind the transformation of Columbus’ smart technology; and One Columbus is diversifying the economy by attracting new businesses to the Region while supporting existing ones. The Columbus Partnership Public Policy Fellow will support the positive change instigated by all three organizations and be instrumental in achieving these goals.

2. **Thought Leadership.**
In the past, fellows have attended and/or worked a variety of community events that provide opportunities to learn from thought leaders on a wide range of topics. Our team will provide opportunities for this year’s fellow to engage with Partnership members and leaders of our own staff to discuss leadership and career development.
FELLOWSHIP APPLICATION INSTRUCTIONS

Timeline and Selection Process:
- Tuesday, August 10 | Applications are due by 11:59 p.m. EST
  - Finalists notified of their interview slot by August 13
- August 24-25 | Finalist Interviews (via Zoom)
  - Candidates are notified if they receive an offer by Tuesday, August 31
- Fellowship Begins | Date to be determined upon hiring. Start date will commence at some point during September 2021, depending on availability.

Required Application Materials:
1. Completed ‘Applicant Information Form’
2. Cover letter
3. Resume with references
4. Copy of semester class schedule (if applicable)
5. Available times for a virtual interview between August 24 – 25 (30-min increments between 8:00 a.m. and 4:30 p.m.)
6. Writing sample – this should be a one-page summary of a project that you were involved in. The writing sample should creatively and succinctly answer the following questions:
   i. What was the project?
   ii. What was your role?
   iii. What specific steps did you take to accomplish your responsibilities?
   iv. Was there a time when the project was not going as planned? If so, how did you adapt to ensure the project was completed?
   v. What was the overall impact of the project?

Submission Instructions:
- Applications are due Tuesday, August 10 at 11:59pm EST to the attention of Gerard Basalla via one of the following two options:
  - Electronic: Send your completed application in PDF format to gb@columbuspartnership.com. (Preferred)
  - Hard Copy: Mail your completed application to 150 South Front Street, Suite 200, Columbus, Ohio 43215. Attn: Gerard Basalla.
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APPLICANT INFORMATION FORM

First Name __________________________ Last Name __________________________

Current Address ____________________________________________________________
City __________________________ State ________ Zip ______________

Email Address ________________________________________________________________

Cell Phone Number __________________________ Alternate Phone Number

University/College __________________________ Major __________________________ Graduation Date

In addition to this form, please include the following in your application:
1. Cover letter
2. Resume with references
3. Copy of class schedule (if applicable)
4. Available times for a virtual interview between August 24 – 25 (30-min increments between 8:00 a.m. and 4:30 p.m.)
5. Writing sample (instructions in previous section)

CONFIRMATION
By signing below, you attest that:

- All information provided is true and accurate; and
- You commit to all fellowship responsibilities starting the week agreed upon in September 2021 and concluding on April 29, 2022, or at an otherwise determined date.

Signature __________________________________ Date __________