



# THE ECONOMIC ALLIANCE FOR MICHIGAN

*The Statewide Business-Labor Coalition*

**Co-Chairs:**

**Cindy Estrada,**  
Vice President  
International Union, UAW

**Sharon Miller**  
President  
ITH Staffing

**Jean C. Rose,**  
Executive Director, Human  
Resources, General Motors

**Karla Swift**  
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Michigan State AFL-CIO

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Trades Council

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CEO,  
Chrysler Group LLC.

**Daryl Newman**  
Secretary-Treasurer  
Michigan State AFL-CIO

**David Robinson**  
President, Michigan Teamsters  
Joint Council No. 43

**Edward E. Whitacre, Jr.**  
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General Motors Company

**Dennis E. Williams**  
Secretary-Treasurer  
International Union, UAW

**Secretary:**

**Ron Bieber**  
Michigan Director  
Community Action Program  
International Union, UAW

**Treasurer:**

**Gary B. Kushner**  
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**Founding Co-Chairs:**

**Irving J. Bluestone**  
Retired Vice President  
International Union, UAW  
(1917-2007)

**Fred G. Secrest**  
Retired Exec. Vice President  
Ford Motor Company

**Co-Founders:**

**Douglas A. Fraser,**  
President Emeritus  
International Union, UAW  
(1916-2008)

**James M. Roche,**  
Former Chair & CEO  
General Motors Corporation  
(1906-2004)

**President:**

**Bret Jackson**

**Vice-President:**

**Dennis McCafferty**

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## DESCRIPTION OF PAID INTERNSHIP

**Goal of Internship:**

Provide experience in office environment and in Lansing, to influence State health policy issues on behalf of companies and unions working together. Key EAM goal is securing more affordable and quality health benefits for employers, workers and their families. Duties can allow for using EAM experience for class paper or project. We will try to accommodate class schedules.

**Job Summary:**

Work part-time (20 hours/week on selected days or part-time most days) to provide clerical support for three person staff of small, non-profit public policy organization. Also assist with research to develop organization's positions. Sometimes accompany staff to meet with legislators, State officials, EAM members' staffs and relevant health organizations and other groups.

**Education and Experience:**

**Required:** At least 2 years of College, with successful completion of courses in Political Science, History and Economics.

**Preferred:** Graduate students in public policy or related fields.

**Preferred:** Prior successful office job experience.

**Plus factor:** Prior experience working in health care or political environment

**Required Skills:**

1. High proficiency in Microsoft Office software (Word, Excel, Outlook, and Power Point, including Office 2007).
2. Experience in maintaining ACT or similar contact databases.
3. Comfort with close supervision, including multiple re-drafts.
4. High competence with Internet, including expeditious research.
5. High comfort with multi-tasking.

**Job Duties:**

- Conduct research on state health policy, laws and medical technology.
- Schedule and coordinate organization's meetings and with outside groups.
- Maintain and update computer contact database of 2,000 plus entries.
- Skillful & pleasant answering phone: screen calls and take substantive messages.
- Coordinate mailing and emailing communications.
- Format documents prepared by staff for computer files and/or Internet.
- Maintain files, both hard copy and electronic.
- Process our limited mail.
- Operate copying, fax and other office machines.
- Perform other administrative, clerical and other duties as assigned.

**Flexible Hours:**

- *Expected 20 hours/week can be two 8 hour days with possible some additional time OR 4 hours each of 5 days.*
- *Office's Hours: 8/9 am to 5/6 pm.*
- *Pay, \$7.50 per hour*
- *No Benefits are provided.*

**For further information:** See EAM web site: [www.eamonline.org](http://www.eamonline.org)