



Role Description: Public Policy Intern

This job description is valid as of the stated date and may be changed in part or in whole by Bolt at any time and at its discretion within the framework of mandatory local labour law.

Job Title: Public Policy intern (one position, part-time)

Division: Public Policy and Regulatory Affairs

Location: Tallinn, Estonia

Period: 6 months

Position reports to: Head of Public Policy for Baltics

Position Summary & Objectives:

For those seeking a career in the public policy arena, a public policy internship will teach you what, why, and how the laws and regulations of a country can have an impact on business. Public Policy is closely tied to political science but also a wide range of other areas such as strategic communications and law. There is no one specific qualification or work experience that will gear you for a career in Public Policy but rather a blended approach to the task at hand will be crucial.

As a public policy intern, you will learn how the government addresses public issues by analysing specific policies and preparing various submissions that guide Bolt's business in Estonia, the Baltics and elsewhere in the world. On a day-to-day basis, you will stay busy conducting policy research and analysis, writing briefs, and providing general administrative support as well as participating in various internal (and potentially external) meetings. Essential skills required for the position include flexibility, organisational, communication, and the ability to work through legal jargon (lengthy documents and position papers) and reduce that into accessible content.

Main Responsibilities: (including but not limited to)

Core part of the responsibilities will support the Public Policy and Regulatory Affairs work in Estonia during the course of the internship

- Help with the preparations for regulatory meetings, which may include research and preparation of material
- Prepare and update a regulatory scan of the ride-hailing, micro-mobility and delivery sector in the Baltics and EU (and potentially other markets)
- Conducting the necessary research and preparing the necessary content in the form of reports, updates and presentations
- Attend various Public Policy meetings (both internal and external) and ensure that action items and meeting notes are captured correctly and appropriately executed thereafter
- Coordination and preparations of senior management public appearances
- Coordination and preparations of office visits from external and internal policy visitors
- part of the team hosting and preparing policy-related events at the headquarters



Standards of Professionalism:

- Willing to learn about Bolt's mission (understanding its ride-hailing and delivery businesses in particular)
- Energetic and imaginative
- Excellent communication skills
- Able to remain calm under pressure
- Uphold appropriate standards of confidentiality
- Remaining curious and exploring the possibilities of the internship

Qualifying Criteria to Apply:

- This internship is only open to recent graduates who have either completed an undergraduate or postgraduate degree (or potentially are undertaking a postgraduate degree) in the areas of Communications, Strategic Communications, Political Science or Law or areas covering Public Policy; Political Analysis; Legislative Research; Community Outreach and Political Awareness or Political Advocacy
- Consistently strong academic performance
- Must be eligible to work in Estonia

Qualifications, skills gained and used:

- Willingness to gain extensive knowledge of the shared mobility and technology sector
- Willingness to understand the legislature and legislative operations and lobbying
- Research methods to understand the sector data and analyse trends
- Professional writing skills to compile various reports and documents during the course of the internship
- Willingness to work as part of a team

Remuneration:

- Paid internship, part-time

Tallinn, 2024-04-17

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