

Fall 2016 Research and Planning Internship

CPPP's Vision and Core Purpose

The Center for Public Policy Priorities believes in a Texas that offers everyone the chance to compete and succeed in life. We envision a Texas where everyone is healthy, well-educated, and financially secure. We want the best Texas – a proud state that sets the bar nationally by expanding opportunity for all. CPPP is an independent public policy organization that uses data and analysis to advocate for solutions that enable Texans of all backgrounds to reach their full potential. Join us!

Overview of Research and Planning Team

The Research and Planning Team strengthens CPPP's cross-area work by using data to connect the dots, building systems for staff development and support, and engaging allies in the pursuit of CPPP's vision for Texas. The Research and Planning Team acts as a data resource for the organization and external stakeholders, and produces cross-issue reports and data products that highlight disparities across race, ethnicity and gender.

Internship Description

We are looking for a resilient and positive student with an interest in data management and analysis and its relation to policy development. The intern will learn how to work with large secondary data sets, analyze the social and policy implications of the data, and assist in the development of related deliverables.

Specific tasks may include:

- Collecting and managing data from state and federal agencies and other organizations for the KIDS COUNT Data Center
- Assisting with policy analyses and writing for reports (e.g., recently completed projects include 2016 State of Texas Children and 2014 Economic Issues for Women in Texas)
- Assisting with data requests from stakeholders and media
- Assisting with dissemination of CPPP materials
- Assisting with preparation and execution of product releases and events
- Other necessary tasks as they arise

The Research and Planning Intern will have the opportunity to work with, and learn from, CPPP staff members who oversee various policy, development, and communications activities, and acquire an understanding of how a non-profit policy organization works. The intern may also have the opportunity to engage with CPPP staff in support of their policy research projects.

As the Center does not employ any dedicated clerical staff, interns (and policy staff alike) are expected to do their own clerical work and on occasion help out with team preparations for Center events, etc.

Our interns have gone on to hold meaningful positions immediately following their work with CPPP. Their positions have included work in the public (e.g., clerk for the Human Services Committee in the Texas House of Representatives), university (e.g., University of Texas Post-Doctoral Fellow evaluating the Texas Home Visiting Program), private (e.g., analyst for Maximus; associate at Chemonics, a contracting firm for USAID international projects), and non-profit sectors (e.g., Annie E. Casey Foundation in Baltimore, MD).

Dates of Internship: September 5, 2016 through December 23, 2016. Depending on funding, we may also have part-time Spring 2017 internships.

Minimum Qualifications

- **Be committed to social justice and racial equity.** You believe that improving outcomes for all Texans requires local and state policies that correct injustices and promote equity.
- **Be tenacious about details and organization.** Others may have described you as slightly obsessive.
- **Juggle a wide range of tasks across multiple projects.** You can multi-task effectively, and nothing slips through the cracks.
- **Communicate clearly.** You are able to synthesize complex ideas into concise and compelling prose appropriate to your audience. You are comfortable on the phone and find it easy to put your thoughts into words.
- **Embrace feedback and revision.** You understand that great writing is iterative and find value in the process as well as the final product.
- **Understand new concepts quickly.** You can rapidly get up to speed on a new topic. You continually absorb, integrate, or catalog new information with ease.
- **Be adaptable to changing circumstances.** You like to have a plan, but you are also flexible and are comfortable making adjustments when necessary.

Bonus Qualifications (i.e., not required, but potentially useful)

- Enjoy learning new software and applications
- Ability to travel within Texas to events and conferences held by CPPP (expenses covered)

Salary: Intern will be paid in accordance with the Center's normal payroll practices and will be subject to the usual, required withholding.

- Graduate Students - \$15/hour for up to 20 hours per week
- Undergraduate Students - \$12/hour for up to 20 hours per week

As a temporary employee, an intern is entitled to CPPP's paid holidays if a holiday falls on a day she/he would otherwise have worked. Interns are not entitled to any other employee benefits such as sick and vacation leave, health and life insurance, employer-sponsored pension, and cell phone reimbursements.

Citizenship: Open to international students with temporary employment authorization.

Location: Center for Public Policy Priorities, 7020 Easy Wind Dr., Ste. 200, Austin, TX 78752 (same building as Black Star Co-op, at the Crestview metro station).

Please submit a cover letter, resume, writing sample, and two references by Friday, August 12th to: Frances Deviney, Ph.D., Associate Director & Program Director for Research and Planning, deviney@cPPP.org. Please include "Research and Planning Internship" in the subject line.

If you are applying to more than one of our open internship positions, please send one application email to the contacts for each position and indicate that in your cover letter. You will not be penalized or prioritized for applying to more than one position.

Note: Your writing sample should show that you can write about complex content in a clear and concise way. If available, a sample such as a press release, grant proposal, memo, or legislative analysis may be preferable over an academic research paper.

The Center for Public Policy Priorities is an Equal Opportunity Employer.