



Research, Communications or Development Intern

Policy Matters Ohio creates a more equitable, sustainable and inclusive Ohio by conducting strategic research, getting excellent press coverage of that work, organizing strong coalitions and doing fierce policy advocacy. Our internship program provides a unique opportunity to develop new leaders in the areas of research, communications, development, and community outreach. Each semester and in the summer, we seek bright, enthusiastic interns to join our staff in building an Ohio economy that works for all.

Responsibilities

Interns primarily work in one of three roles, with some overlap. Interns will serve as Research Interns, Communications Interns, or Development Interns. Some tasks based on the intern's role include:

Research Tasks

- Conduct research on issues impacting Ohio families, especially tax and budget, work and wages, public services, infrastructure, sustainability, education or asset building
- Access public data and policies, work with datasets, assess policy outcomes
- Write blog posts and/or co-write reports under staff guidance

Development tasks

- Identify prospective funding sources through foundation databases, other sources
- With support from development director, assist in grant writing and/or grant reporting
- Assist in processing donations, preparing acknowledgement letters and other correspondence

Communications tasks

- Design infographics that highlight key research findings
- Help to maintain and elevate Policy Matters' social media outreach
- Provide backup on maintaining our website
- Track press hits

All interns will participate enthusiastically in a collaborative, mission-oriented, friendly workplace.

Requirements

- Desire to explore and elevate public policy solutions that better serve working families;
- Devotion to creating a more equitable economy;
- High standards and attention to detail;
- Ability to write on research topics effectively;
- Extensive knowledge of Microsoft Word and Excel;
- Comfortable computing basic statistics;
- Minimum of 24 hours per week in the summer;
- Ability to work independently and take initiative;
- Current undergrad or graduate student, or degree holder

Useful, but not required skills

- Experience in policy analysis and policy research;
- Coursework in political science, government, economics, or statistics;
- Experience with statistical programs, web design, or other specialized software;
- Desire to learn about or work in the nonprofit sector;

We are an equal opportunity employer. Women and minorities strongly encouraged to apply.

To apply: E-mail cover letter, resume, and 5-7 page writing sample (academic work, op-ed, policy brief or related) to Mike Shields at mshields@policymattersohio.org.