

## Nutrition and Basic Needs Policy Intern – Fall 2014 Center for Public Policy Priorities

The Center for Public Policy Priorities (CPPP) is a nonpartisan, nonprofit 501(c)(3) policy institute committed to improving public policies to better the economic and social conditions of low- and moderate-income Texans. The center pursues this mission through independent research, policy analysis and development, public education, advocacy, and technical assistance.

### **Intern Position**

CPPP seeks a graduate student intern to work directly with the Senior Nutrition & Basic Needs Policy Analyst on a variety of projects. The position will begin in August 2014 with the possibility of continuing through the school year. Specific tasks may include:

- Assist with researching nutrition-related topics, policy analyses, writing, and editing reports and other projects;
- Assist with preparation for the start of the legislative session;
- Collect and analyze data from state and federal agencies and other organizations;
- Assist with preparation and execution of product releases and events;
- Assist with participation on several coalitions and other stakeholder groups; and
- Other duties as assigned.

CPPP interns have the opportunity to work with staff on various policy, development, and communications activities, thus acquiring an understanding of how a non-profit policy organization works.

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 with team preparations for Center events, etc.

**Dates:** September – December for 25 to 30 hours per week, with possibility to continue into the Spring semester.

### **Minimum Qualifications:**

- Keen interest in social policy research and analysis affecting low-income populations;
- Strong communication and writing skills;
- Detail-oriented and organized while working on a wide range of tasks; and
- Experience with Microsoft Word, PowerPoint, and Excel.

**Please submit a cover letter, resume, writing sample, and two references by August 8, 2014 to Rachel Cooper at [cooper@cppp.org](mailto:cooper@cppp.org).**

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