

## Research 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.

The Center for Public Policy Priorities is the home to data tools including Texas KIDS COUNT, a national and state-by-state effort to track the status of children ([datacenter.kidscount.org](http://datacenter.kidscount.org)), and the Texas Regional Opportunity Index ([www.texasregionalopportunityindex.org](http://www.texasregionalopportunityindex.org)). A primary goal of the research team is to make relevant data available to stakeholders to improve data-based advocacy and services for low-income families and communities. We seek to educate the community about problems low-income families face and highlight the policy solutions that can make Texas stronger. CPPP's data tools and reports provide policymakers, service providers, students, grant writers, and all Texans with the reliable information they need to help improve the lives of Texas families.

#### Intern Position

We are looking for a graduate student intern to work directly under the Research Associate and Texas KIDS COUNT Director. The intern will assist with several projects during the Fall 2014 semester, 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 and corresponding events.

Specific tasks may include:

- Collecting and managing data from state and federal agencies and other data organizations for our annual KIDS COUNT data book, [State of Texas Children](#);
  - Conducting analyses of the data to assess change over time and differences between the counties and the state;
  - Updating the online [KIDS COUNT Data Center](#) with Texas data (web page development not required); and
- Collecting and managing data from state and federal agencies and other data organizations for the [Texas Regional Opportunity Index](#);
  - Updating data documentation;
- Assisting with policy analyses and writing for reports and other projects, as relevant (e.g., recently completed projects include [Economic Issues for Texas Women](#) and [Investing in Texas Kids](#));
- Assisting with dissemination of all materials from CPPP research office;
- Assisting with preparation and execution of product releases and events;
- Assisting with data requests from stakeholders and media; and
- Other necessary tasks as they arise.

The Research intern often has 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 Research intern may also have the opportunity to engage with CPPP staff in preparation for their advocacy work during the upcoming legislative session.

Our interns have gone on to hold meaningful positions immediately following their work with CPPP, including 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).

**Time and Dates Needed:** Part-time from September 1, 2014 through December 19, 2014. We also have part-time Spring and full-time Summer internships for which we give our current intern first consideration.

**Salary:** \$15/hour for 20 hours per week

**Citizenship:** Open to international students

**Location:** Center for Public Policy Priorities, 7020 Easy Wind Dr., Ste. 200, Austin, TX 78752

**Minimum Qualifications:**

- Possess a keen interest and curiosity in social policies affecting low-income families;
- Experience with Microsoft Office Suite, especially Excel spreadsheets;
- Organized and detail-oriented while working on a wide range of tasks;
- Excellent writing skills, including ability to synthesize clear, concise data story from complex data sources;
- Experience conducting basic statistical analyses (means, percentages, confidence intervals, standard deviation, etc.);
- Experience conducting literature reviews and background research;

**Bonus Qualifications (i.e., not necessary, but potentially useful):**

- Experience with mapping software (e.g., GIS, Google maps & fusion tables, Tableau);
- Experience with statistical software (e.g., SPSS, STATA, or SAS);
- Experience with regression, times series analysis, or other advanced statistical concepts; and
- Ability to travel within Texas, as needed, to events and conferences held by the CPPP (expenses covered).

**Please submit a cover letter, resume, writing sample, and two references by Friday, August 15<sup>th</sup> to:**

Jennifer Lee  
Research Associate  
[Lee@cphp.org](mailto:Lee@cphp.org)

**If you would like to speak to the current Research intern for more information, please contact:**  
AV LeClair, [leclair@cphp.org](mailto:leclair@cphp.org).

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