



POLICY & RESEARCH INTERN JOB POSTING

Title: Policy and Research Intern
Reports to: Director of Policy and Partnerships
Date: March 2019

Summary:

The National Summer Learning Association (NSLA) is the only national nonprofit exclusively focused on closing the achievement gap by increasing access to high-quality summer learning opportunities. NSLA recognizes and disseminates what works, offers expertise and support for programs and communities, and advocates for summer learning as a solution for equity and excellence in education. NSLA's work is driven by the belief that all children and youth deserve high-quality summer learning experiences that will help them succeed in college, career, and life.

NSLA seeks a research and policy for their communications department. You will gain a solid understanding of not only summer learning policy and research, but also invaluable experience working in a nonprofit environment.

If you are passionate about working to advance the mission of socially significant causes, have a passion for writing and research, can work independently but also enjoy team work and collaboration, are highly motivated, and have a sense of humor, we want to hear from you!

Position-Specific Responsibilities:

- Lead outreach and planning for NSLA's annual Hill Day activities (spring 2019).
- Research, write, and edit policy and/or research briefs
- Conduct research on state and local policy relevant to summer learning
- Contribute to research and policy database(s)
- Help support, inform, and mobilize NSLA's policy peer network
- Support additional communications activities as directed

Required Education and Experience:

The successful candidate should be enrolled in a graduate program or upper level undergraduate program in public policy, public administration, social science, communications, English, or business. The successful candidate will also have excellent oral and written communication skills; experience with data

collection, research, and analysis; experience with database management; and strong time management and follow-up skills.

Schedule:

Spring 2019 (up to 12 weeks April – June/July)
10-15 hours per week

Stipend:

\$150 – \$200/week, to be negotiated based on hours

Application instructions:

Please email cover letter, resume, writing sample, and reference list to Rachel Gwaltney, Director of Policy and Partnerships, at jobs@summerlearning.org (no calls please).