



Position Announcement: State Policy Paid Internship Program

Join Our Team: The Missouri Budget Project (MBP) is now accepting applications for two State Policy Interns to contribute to our research on a range of substantive policy issues impacting low- and moderate-income Missourians. MBP seeks to expand the diversity of voices in state policy debates by identifying highly motivated candidates who have experience with communities that are traditionally underrepresented. **Applications are due April 15 with anticipated start date of Summer 2022.**

State Policy Interns are responsible for assisting in the production of objective, timely, and accessible research and analysis on state budget, tax, health and economic issues under the direction of the MBP Director of Research. The Interns will also engage with advocates, community groups, state department and/or legislative staff to help advance MBP's policy priorities.

State Policy Intern (Budget & Tax Focus): This internship focuses primarily on analysis and advocacy related to state budget and tax issues in Missouri. Interns will learn how to track Missouri's budget process and will leave with a deeper understanding of Missouri's tax structure as well as the programs funded through our tax & budget system. Interns applying for this position should have a background in demographic analysis, including analysis of secondary data from the Census Bureau and/or related sources.

State Policy Intern (Economic Justice Focus): This internship focuses primarily on economic justice and worker-centered priorities with a particular focus on applying a racial and ethnic equity lens to this work. Interns will contribute to the development of a shared policy agenda with input from grassroots and Black-led organizations across the state of Missouri. Interns applying for this position should have a background in economic analysis including analysis of secondary data from the Census Bureau, the BEA/DOL and/or related sources.

Position Overview: State Policy Internships will ideally begin in Summer 2022 and continue through Spring 2023 (~June 1-May 31) and are expected to contribute approximately 20 hours/week. **MBP may consider consolidating positions into a one-year full-time fellowship for qualified candidates.** Candidates residing in all areas of Missouri are encouraged to apply.

Compensation:

The positions will be compensated at a rate of \$20 per hour. Reimbursement for travel and other related work expenses will be provided.

Duties and Responsibilities:

- Support staff research and analysis on state budget, tax and economic policies and related issues.
- Cultivate and apply an equity lens to research and policy analysis.
- Maintain up-to-date knowledge on research and legislation related to MBP's focus areas by attending webinars, conducting literature reviews, and monitoring legislative activity.
- Collect and analyze publicly available data to support MBP analyses, update MBP reports and assess the impact of legislation.
- Collaborate with advocates, community groups and other stakeholders to advance MBP priorities.
- Provide general administrative support for MBP staff.

Required Qualifications:

- Undergraduate degree in public policy, economics, social work, sociology, political science, law or another related field.
- Familiarity with using, analyzing and accessing publicly available quantitative data including Census products and/or state & federal administrative records.
- Experience working with spreadsheets, particularly Microsoft Excel, and Microsoft Office.
- The ability to work both independently and as part of a team, to prioritize and manage multiple tasks, and to proactively pursue MBP's mission in your areas of responsibility.
- Excellent written and verbal communications skills, including the ability to communicate technical information clearly to a variety of audiences.
- An understanding of racial, ethnic, gender and other forms of equity, and the role of public policy in advancing or blocking shared prosperity.
- Ability to work remotely.

Desired Qualifications:

- Graduate degree or graduate-level coursework preferred.
- Experience with mapping software, R, or other statistical programs.
- Familiarity with public policy and the public policy process and/or knowledge in a specific area of state policy (such as safety net services, budget and tax policy, health care, or education policy); and the ability and willingness to develop expertise in other areas.

Work Conditions:

Missouri Budget Project staff work remotely and do not have a central office. Interns will be expected to work remotely and to have access to the space and equipment needed to perform required duties including computer, internet, and software. In-person meetings (with staff or partner organizations) are currently suspended due to the pandemic but may resume during the course of the internship. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job to the extent possible.

To Apply:

The positions will remain open until filled. However, **applications received before April 15 will be given priority**. Please email a cover letter, resume, and short (1-3 page) writing sample (including at least one data visualization) to: Lindsey Baker, MBP Director of Research, lbaker@mobudget.org.

Cover letter should specify focus area of interest (budget & tax vs. economic justice), highlight experience with communities that are traditionally underrepresented (personal or professional), demonstrate why you are interested in this program, and emphasize skills and experience related to internship duties and qualifications. Relevant experience may include lived experience (such as work in food service or retail).

About the Missouri Budget Project: The Missouri Budget Project (MBP) is an independent, statewide public policy and advocacy organization focused on improving the quality of life for all Missourians by informing public policy decisions through objective research and analysis of state budget, tax, health, and economic issues.

The Missouri Budget Project values diversity in the workplace and strongly encourages women, people of color, LGBTQ individuals, and people from other historically underrepresented groups to apply.