



Internship Role Description for Eleven+ Scholar Applicants

Name of Hosting Organization:

Policy Matters Ohio

Internship Role Title:

Research Intern

Number of roles available:

1

Available to (select any that may apply)

College Student

Graduate Students

Work Location & Office Covid Protocols is applicable (select any that may apply)

Flexible/hybrid- The role can be a combination of virtual and in person

Internship Work Address:

3631 Perkins Ave., Ste. 4C-East
Cleveland , OH, 44114

Many of applicants utilize public transportation. Is the work location accessible by public transportation?

Yes, the work location is accessible by public transportation (Bus/Train)

If you selected yes, the work location is accessible by public transportation please provide additional information such as what bus or train line is accessible to the work location

Our offices are a 5-minute walk from the Health Line.

Mission of Hosting Organization

Policy Matters Ohio is a non-profit, non-partisan policy research institute with offices in Cleveland and Columbus. We create a more vibrant, equitable, sustainable and inclusive Ohio through research, strategic communications, coalition building and policy advocacy. We study and advocate for progressive policies that serve everyone—not just the wealthy and well-connected.

How does this internship role support the mission/purpose of the organization

Interns help make our work possible by increasing our capacity to develop and distribute research products, and to engage with communities, activists and other stakeholders. Research interns work with our research staff to collect and analyze data and develop research products related to workers' rights, progressive revenue & budget, sustainability and shared prosperity.

Research interns finish the program with at least one publication to add to their resumé. Policy Matters research interns have authored briefs, co-authored major papers, published opinion pieces and letters to the editor in major local news outlets, and contributed to our blog.

What functions within the organization will the intern be working with? For example, this role will work with Staff Counselor, Finance Staff, and Operations Team

Researcher / Sr. Researcher

Will there be additional networking opportunities within the organization for the intern to gain expose to other roles and functions.

Research interns attend staff meetings with the full Policy Matters staff, which includes communications professionals, a development director, operations manager, administrative director and executive director, in addition to the full research team. Research interns will work with the communications team to edit and prepare their work for publication. The will join a cohort of 4-5 other interns (split between our Cleveland and Columbus offices).

Anticipated Start Date Monday, June 10, 2024

Anticipated End Date Friday, August 16, 2024

Total Number of Weeks for the internship: 10

Total Number of hours per week the intern is expected to work: 20

Workday starts at: (start time or flexible) Flexible

Workday ends at: (start time or flexible) Flexible

Host Organizations website:
<http://www.policymattersohio.org>

Contact Name Ben Stein

Contact Email bstein@policymattersohio.org

Internship Summary

Research Intern projects are co-created with staff mentors based on interns' areas of interest, background and skills.

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Research interns finish the program with at least one publication to add to their resumé. Policy Matters research interns have authored briefs, co-authored major papers, published opinion pieces and letters to the editor in major local news outlets, and contributed to our blog.

*NOTE: Some projects require significant work with quantitative data, while others involve deep dives into databases of scholarly research and legislation. We try to pair interns with projects best-suited to their experience and skills. If one or the other especially interests you, please note that in your introductory email.

Interns have formal relationships with at least two staff members: a mentor who is an expert in their area of work, and our program coordinator. The former develops projects, provides necessary skill training, feedback and technical expertise. The latter supervises the organization's intern cohort (typically 4-6 interns), using our curriculum to help interns make connections among their individual work, the organization's mission, and Ohio's broader policy landscape. This approach lets us supplement interns' career-oriented training in the work of a policy institute with opportunities to reflect on and process the experience, individually and among peers.

Essential Responsibilities of this role?

Collaborate with mentor to develop an independent research project related to one of our funded areas of work. (These differ year-by-year and involve progressive public policy issues related to workers' rights, state revenue and budget, with some opportunities to work on sustainability, health policy or justice.

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Skill Development Opportunities

Communication Skills

Problem Solving Skills

Interpersonal Skills

Teamwork

Time Management

Adaptability

Work Ethic

Knowledge and skills required for this role

Research interns should have some experience with statistics and analysis, and/or public policy research.

Strong writing and other communication skills.

Applicants should be comfortable using Excel and Word and have an interest in state-level public policy.

What does success look like for the intern at the end of the summer

A successful intern will author or co-author a research product like those available on our website, deepening their knowledge of a specific area of state-level public policy and the methods of researching that policy. They will also have a clear sense of the day-to-day work of a public policy researcher, and whether that work suits their professional goals.

Other information

Policy Matters staff works in our office on Mondays and Wednesdays, roughly from 9-5. Tuesdays, Thursdays & Fridays we work from home, with the option of coming to the office. Interns will have the same options. Schedule is flexible except for some required meetings, including all-staff on Mondays from 10-11.

Prepared by:

Ben Stein

Date

Thursday, November 16, 2023