

*Updated: October 23, 2008*

### **Internship: Policy Analysis**

The Oregon Center for Public Policy is now accepting applications for interns for spring 2009. These positions are open to both undergraduate and graduate students. The OCPP accepts applications from any academic discipline; however, the policy analysis internship requires some quantitative skill.

The OCPP is a Silverton, Oregon-based non-profit that does in-depth research and analysis to advance policies and practices that improve the economic and social opportunities of all Oregonians.

**Applicants are strongly encouraged to visit our website: [www.ocpp.org](http://www.ocpp.org).**

#### **Responsibilities:**

The interns will work with OCPP policy analysts on a variety of projects:

- Assisting with the analysis of data using various software packages
- developing charts, graphs, or informational pieces
- developing written materials
- gathering research information from traditional and electronic sources
- other duties as assigned

The intern should expect to spend some time (less than 10%) on administrative tasks such as answering phones, filing, or mailings.

#### **Applicants should:**

- have completed the sophomore year as an undergraduate
- be comfortable with Windows-based software and be able to spend extended periods at a computer terminal
- have some familiarity with quantitative analysis such as statistics or econometrics.
- have excellent written and oral communication skills
- be discreet and mindful of confidential information
- be committed to the goals of the Oregon Center for Public Policy

The policy analysis internship is based in Silverton. The work schedule is flexible according to the intern's needs; however, we do ask the intern to establish a regular schedule and commit to at least 8 hours per week.

**This is an unpaid position. However, a stipend may be available.**

**See over for instructions on how to apply.**

**How to apply for an internship at the OCPP:**

**Application Packet:** To apply for an internship, please submit the following:

1. A cover letter (see below)
2. A current resume. Remember to include volunteer and school activities
3. If you are a current student, the name of a faculty contact with whom the OCPP may periodically communicate about the internship
4. A list of three current references (your faculty contact may be one)
5. A short (3-5 pages) writing sample that demonstrates your writing ability

Your **cover letter** will include the following and may be more than one page:

1. An explanation of why you wish to intern with the OCPP
2. A description of your areas of interest. Be specific
3. A description of your quantitative analysis experience and skills, including proficiency with software
4. A description of what you hope to achieve during your internship
5. How many hours you would like to work per week and your start and end dates
6. If relevant, a description of the academic requirements this internship will fulfill
7. Any other information you feel would be relevant to the position

**Deadline:** This is an ongoing recruitment. Please specify your desired term of service.

**Process:** OCPP internships are competitive. The OCPP will screen applications and may conduct one or more interviews with applicants.

**Address:**

Attn: Internships  
Oregon Center for Public Policy  
PO Box 7  
Silverton, OR 97381-0007  
Phone: 503-873-1201  
Fax: 503-914-1746  
E-mail: intern (at) ocpp.org

You may also submit your application via fax or via e-mail (MS-Word or Rich Text Format).

**Please feel free to contact Mike Leachman (E-mail is mleachman (at) ocpp.org; other contact info same as above) with your questions.**