



Updated: February 9, 2004

Internship: Policy Analysis

The Oregon Center for Public Policy is now accepting applications for interns for winter/spring, 2003. 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 using research and analysis to advance policies and practices that improve the economic and social prospects of low- and moderate income Oregonians, the majority of Oregonians.

Applicants are strongly encouraged to visit our website: 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 30%) 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:

Oregon Center for Public Policy
Attn: Jacque Greenleaf
PO Box 7
Silverton, OR 97381-0007
Phone: 503-873-1201
Fax: 928-244-4508
E-mail: jgreenleaf (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 Jacque Greenleaf (information above) with your questions.