

Updated: February 2, 2012

Internship: Policy Analysis

The Oregon Center for Public Policy (OCPP) is now accepting applications for an internship position for spring 2011. This position is open to both undergraduate and graduate students. OCPP accepts applications from any academic discipline; however, the policy analysis internship requires some quantitative skill.

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.

Responsibilities:

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

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

A minor amount of time (less than 10%) may be spent on administrative tasks such as answering phones, filing or performing mailings.

Requirements:

Applicants must meet the following criteria:

- 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 able to protect proprietary and 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 for 8 – 12 weeks.

This is an unpaid position. A stipend may be available.

See over for instructions on how to apply.

How to apply for an internship at 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 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.

The **cover letter** should include the following and may be more than one page:

1. An explanation of why you want to intern with 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 preferred 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. First-round review of materials will begin on February 20, 2012.

Process: OCPP will conduct one or more interviews with applicants. OCPP internships are competitive.

Address:

Applications may be submitted by email, fax or mail.

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

Contact Jason Gettel (jgettel (at) ocpp.org or at the address or phone above) with questions.