



JOB DESCRIPTION

TITLE: Fiscal Policy Intern
DEPARTMENT: Policy and Program Department
REPORTS TO: Senior Fiscal Analyst
CLASSIFICATION: Non-Exempt
STATUS/SCHEDULE: Part-Time, Hourly (Up to 20 Hours/Week)
DATE REVISED: December 2018

COMPANY OVERVIEW

FPWA is an anti-poverty, policy, and advocacy nonprofit with a membership network of 170 human-services and faith-based organizations. FPWA has been a prominent force in New York City's social services system for more than 95 years, advocating for fair public policies, and working to meet the needs of New Yorkers. Each year, FPWA helps close to 1.5 million New Yorkers move up the economic ladder.

POSITION OVERVIEW

The Fiscal Policy Intern works closely with the Senior Fiscal Analyst and the Policy Director to advance FPWA's mission by supporting our forthcoming initiative that visualizes and analyzes the impact of federal budgets in NYC, such as by data entry, developing visually attractive materials and social media to accompany the initiatives products, building and maintaining data visualizations, and writing.

ESSENTIAL FUNCTIONS

- Building and maintaining spreadsheets with data related to city, state, and federal fiscal policies
- Assist in the design and maintenance of tax and budget data visualizations and interactives
- Collaborate with fiscal policy and communications staff to promote findings and strengthen fiscal policy work via infographics, social media, etc.
- Support/create briefs, blogs, and reports on a range of issue areas related to city, state, and federal fiscal policies to translate complex issues for policymakers and stakeholders
- Provide general support for all members of the policy team

REQUIRED SKILLS AND COMPETENCIES

- Must be enrolled and attending courses at a post-secondary institution pursuing an Associate's, Bachelor's or Graduate degree
- Introductory skills with quantitative data analysis using spreadsheets (Excel), interactive data visualization (Tableau Public), and statistical analysis software (Stata, R, etc.) are a plus
- Introductory skills with graphic design software skills including Adobe Photoshop and Illustrator, WordPress, and infographic tools are a plus
- Introductory familiarity with fiscal policy such as at the city and federal level
- Excellent written and verbal communications skills, including ability to communicate complex information to non-expert audiences
- Strong organizational and accurate proofreading skills, the ability to maintain accurate records, and strong attention to detail
- Ability to meet deadlines
- Willingness to learn and take initiative when appropriate

COMPENSATION: \$15.00 an hour

DEADLINE: January 7th, 2019

TO APPLY:

Please send **email** with **cover letter** and **resume** to jobs@fpwa.org with subject **Fiscal Policy Intern**.

No phone calls or other inquiries please.

Only applicants selected for interviews will be contacted. We will be interviewing applicants on a rolling basis and will fill the position prior to that date if possible. Therefore, applicants are encouraged to apply as soon as possible

AN EQUAL OPPORTUNITY EMPLOYER

FPWA is committed to employing people who reflect the diversity of our member agencies and the communities and people they serve.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.