



## JOB DESCRIPTION

**TITLE:** Policy, Advocacy, and Research Graduate Intern  
**DEPARTMENT:** Policy and Program Department  
**REPORTS TO:** Senior Policy Analyst  
**CLASSIFICATION:** Non-Exempt  
**STATUS:** Part-Time, Hourly (Up to 25 Hours/Week, No Benefits)  
**DATE REVISED:** January 2019

## 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

FPWA's research and advocacy aims to dismantle systemic barriers and harmful policies and drive large-scale policy change to promote economic opportunity and inclusion for low-income communities. Currently our work is focused in the following areas: fiscal policy analysis and advocacy, ending the poverty to prison pipeline, securing long-term care for older adults and people with disabilities, stabilizing and investing in the human services sector, supporting the development of worker cooperatives and day laborer centers, and increasing access to healthcare.

The intern reports to the Senior Policy Analyst managing the research required to develop new work in two areas: affordable housing and income security. The position requires conducting policy and advocacy research, possibly including both quantitative and qualitative data analysis, and administrative activities in support of the department.

## ESSENTIAL FUNCTIONS

- Conduct internet research and collect and analyze data from various sources, such as: the ACS; city, state, and federal budget documents; policy reports; program or agency evaluations; and, other public data.
- Synthesize research and data analysis in written memos to supervisors.

- Help prepare and set up for policy meetings and events such as coalition meetings, policy talks, or member events.
- Carry some administrative activities (10% of time) (e.g. outreach to member agencies, coalitions, elected and appointed officials).
- Provide support to other policy analysts on an as needed basis.

### **SKILLS AND ATTRIBUTES REQUIRED**

- Strong critical thinking skills; the ability to synthesize ideas clearly and concisely;
- Strong writing, editing, and communication skills;
- Proficiency in MS Word, Excel, and Outlook. SPSS/STATA/R, GIS, Tableau or other similar software skills are a plus;
- Experience in public policy or social science research and analysis, both quantitative and qualitative;
- Highly organized and detail oriented, with the ability to multi-task and work for several individuals simultaneously;
- Intellectually curious, with the ability to work independently and take initiative when appropriate;
- Must be able to work 20-25 hours per week;
- Currently enrolled in a graduate degree program in public policy, urban planning, economics, social science, public administration, journalism, or a related field;
- An interest in social policy and social justice is strongly preferred;
- Preference given to candidates who can begin their internship immediately.

**COMPENSATION:** \$15.00 an hour

**DEADLINE:** Rolling, applicants are encouraged to apply as soon as possible.

**TO APPLY:** Please send an **email** with a **cover letter** and **resume** to [jobs@fpwa.org](mailto:jobs@fpwa.org) with subject **PAR Graduate Intern**.

No phone calls or other inquiries.

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.**