Summer 2022
Research and Data Internship

Organizational information:
At Every Texan (formerly Center for Public Policy Priorities) we envision a Texas where people of all backgrounds can contribute to and share in the prosperity of our state. Unfortunately, not all Texans can access the conditions they need to thrive. We believe one of the most effective ways to advance social justice is to strengthen public policy. We are deeply committed to policy solutions that advance racial, ethnic and gender equity, expanding opportunity for every Texan. You can learn more about our work at www.everytexan.org.

Every Texan is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientations, gender identity or expression, pregnancy, childbirth or related medical conditions, veteran status, uniform service member status, disability, or any other characteristic protected by law. Women, people of color (including multilingual and multicultural individuals), LGBTQ+ persons, and people with disabilities are encouraged to apply. Every Texan is a unionized workplace.

Overview of Research and Data Team
The Research and Data Team strengthens Every Texan’s cross-area work by using data to connect the dots and engaging allies in the pursuit of Every Texan’s vision for Texas. The Research and Data Team acts as a data resource for the organization and external stakeholders, and produces cross-issue reports and data products that highlight disparities across race, ethnicity and gender.

Internship Description
We are looking for a student with an interest in data management and analysis and its relation to policy development. The intern will learn how to work with large secondary data sets, analyze the social and policy implications of the data, and assist in the development of related deliverables.

Specific tasks may include:
- Collecting and cleaning data from state and federal agencies and other organizations for the KIDS COUNT Data Center and other data projects
- Assisting with policy analysis and writing for reports (e.g. see the Kids Count 2021 report)
- Assisting with data requests from stakeholders and media
- Assisting with dissemination of Every Texan materials
- Assisting with preparation and execution of product releases and events
- Authoring blog posts on subjects of interest; and
- Other necessary tasks as they arise

The Research and Data Intern will have the opportunity to work with, and learn from, Every Texan staff who oversee various policy, development, and communications activities, and acquire an understanding of how a non-profit policy organization works. The intern may also have the opportunity to engage with Every Texan staff in support of their policy research projects.
As Every Texan does not employ any dedicated clerical staff, interns (and policy staff alike) are expected to do their own clerical work and on occasion help out with team preparations for events, etc.

Our interns have gone on to hold meaningful positions immediately following their work with Every Texan. Their positions have included work in the public (e.g., GAO Analyst in DC or clerk for the Human Services Committee in the Texas House of Representatives), university (e.g., University of Texas Post-Doctoral Fellow evaluating the Texas Home Visiting Program), private (e.g., analyst for Maximus; associate at Chemonics, a contracting firm for USAID international projects), and non-profit sectors (e.g., Annie E. Casey Foundation in Baltimore, MD).

**Dates of Internship:** Summer internship program dates are May 25, 2022 through August 26, 2022. Actual start and end dates are flexible. Depending on funding, we may also have Fall 2022 part-time internships available.

**Minimum Qualifications:**

- **Current student at a higher education institution.**
- **Be committed to social justice and racial equity.** You believe that improving outcomes for all Texans requires local and state policies that correct injustices and promote equity.
- **Be tenacious about details and organization.** Others have described you as highly organized.
- **Juggle a wide range of tasks across multiple projects.** You can multi-task effectively.
- **Communicate clearly.** You are able to synthesize complex ideas into concise prose.
- **Embrace feedback and revision.** You understand that great writing is iterative.
- **Understand new concepts quickly.** You can rapidly get up to speed on a new topic. You continually absorb, integrate, or catalog new information and have experience conducting literature reviews and background research.
- **Love data and respect sources.** You are skilled in Excel. Accuracy and citing sources are important to you.
- **Be adaptable to changing circumstances.** You like to have a plan, but you are also flexible and are comfortable making adjustments when necessary.

**Bonus Qualifications (i.e., not required, but potentially useful):**

- Experience with statistical software (e.g. STATA, R, SPSS, or SAS)
- Experience with mapping software (e.g. ArcGIS, Google maps & fusion tables, Tableau)
- Experience with regression, time series analysis, or other advanced statistical concepts

**Salary:** Intern will be paid in accordance with Every Texan’s normal payroll practices and will be subject to the usual, required withholding.

- $15/hour for up to 20 hours per week

Interns are entitled to Every Texan’s paid holidays if a holiday falls on a day they would otherwise have worked, and accrue sick leave based on hours worked. Interns are not entitled to any other employee benefits such as vacation leave, health and life insurance, and employer-sponsored pension.

**Employment Authorization:** Open to any students with employment authorization.

**Location:** Due to continued office closure due to COVID-19, this position is remote. However, you must be based in Texas to be considered.
Please submit a cover letter, resume, and writing sample by April 22 to apply@everytexan.org. Please include “Research and Data Internship” in the subject line. Applications will be reviewed on a rolling basis.

If you are applying to more than one of our open internship positions, please send one application email to the contacts for each position and indicate that in your cover letter. You will not be penalized or prioritized for applying to more than one position.

Note: Your writing sample should show that you can write about complex content in a way that is targeted to readers who do not know about the topic (i.e., simple, clear, concise). If available, a sample such as a press release, grant proposal, memo, or legislative analysis may be preferable over an academic research paper.

Every Texan is an Equal Opportunity Employer.