



Position Announcement
Research and Data Intern
April 2024

Organizational Information:

At Every Texan, 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 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 orientation, 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 proudly unionized workplace.

Research and Data Team Overview:

The Research and Data Team strengthens Every Texan's cross-area work by using data to connect the dots and engage allies in the pursuit of our vision for Texas. The Research and Data Team acts as a data resource for both the organization and external stakeholders. We produce cross-issue reports and data products that highlight disparities across race, ethnicity and gender. The Research and Data Team also provides data and research services for outside organizations and government entities.

Position Summary:

We are looking for a current 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.

Roles and Responsibilities:

- Collect and clean data from state and federal agencies and other organizations for the [KIDS COUNT Data Center](#).
- Assist with research and data analysis for other projects, including fee-for-service work.
- Assist with policy analysis and writing for reports (such as the [Kids Count report](#)).
- Assist with data requests from stakeholders and media.



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- Assist with dissemination of Every Texan materials.
- Assist with preparation and execution of product releases and events.
- Author blog posts on subjects of interest.
- The 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 staff are expected to do their own clerical work and on occasion help with team preparations for events.

Our interns have secured meaningful positions following their work with Every Texan. Our interns go on to work in the public sector (e.g., GAO Analyst in DC; clerk for the Human Services Committee in the Texas House of Representatives), university systems (e.g., University of Texas Post-Doctoral Fellow evaluating the Texas Home Visiting Program), private sector (e.g., analyst for Maximus; Associate at Chemonics, a contracting firm for USAID international projects), and non-profits (e.g., Annie E. Casey Foundation in Baltimore).

Required Qualifications:

Every Texan interns must be based in Texas and a current undergraduate student at a higher education institution or a graduate student.

- **Love data and respect sources.** You are skilled in Excel and comfortable with data analysis and exploration. Accuracy and citing sources are important to you.
- **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.
- **Tenacious about details and organization.**
- **Able to juggle a wide range of tasks across multiple projects.**
- **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.
- **Be adaptable to changing circumstances.** You like to have a plan, but you are also flexible and comfortable making adjustments when necessary.
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Bonus Qualifications:

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



Compensation:

This position is funded at \$15/hour and runs from May 2024 through August 2024. The start and end dates are flexible. **There is a strong possibility of extending this internship through the summer.** 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, including vacation leave, health and life insurance, and employer-sponsored pension. Interns will be paid in accordance with Every Texan's normal payroll practices and be subject to the usual, required withholding.

Status:

- Up to 40 hours/week
- Remote
- Open to any student with employment authorization

To apply: Please email (subject line: **Research and Data Internship**) a cover letter, writing sample, and resume to apply@everytexan.org by **May 3, 2024**. The cover letter should describe your interest in the position and include an explanation of your connection to our mission, how your experience meets the minimum qualifications, and how you are prepared for the responsibilities outlined in the job description. 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 is preferable over an academic research paper. Please email applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position. Applications are reviewed on a rolling basis. Thank you!

Every Texan is an Equal Opportunity Employer