

Position Description

Forum for Youth Investment

State and Local Policy Intern Fall and Spring 2017/2018

TITLE: State and Local Policy Intern

SUPERVISOR: Senior Fellow

PURPOSE: The intern will provide research, writing, data analysis and outreach support as a part of the Forum's policy division. Specifically, the position will support the state and local [Children's Cabinet Network](#) and the [Children's Funding Project](#), a growing area of work on creating local dedicated public funding streams for children and youth. The intern's work will include online research into tax and budget policy, interviews of state and local leaders, summary writing, material and tool creation and meeting planning and execution.

Organization

The Forum for Youth Investment is a nonprofit, nonpartisan "action tank" dedicated to helping communities and the nation make sure all young people are Ready by 21®: ready for college, work and life. Informed by rigorous research and practical experience, the Forum forges innovative ideas, strategies and partnerships to strengthen solutions for young people and those who care about them. A trusted resource for policy makers, advocates, researchers and program professionals, the Forum provides youth and adult leaders with the information, connections and tools they need to create greater opportunities and outcomes for young people.

The Forum manages a number of centers and partnerships, including the David P. Weikart Center for Youth Program Quality, the Children's Cabinet Network, SparkAction, and Community Systems Group LLC. Ready by 21 is the core work of the Forum and is done in collaboration with national partners representing the education, government, nonprofit, business and community philanthropy sectors. The Forum is funded largely by foundations and corporations with a growing fee-for-service contract base. The Intern will have an opportunity to learn about the range of expertise and work across the Forum, and play an important role in the organization's continued growth and improvement.

Position Responsibilities

- Assist in building a new body of work to create local dedicated funding streams by strengthening the Forum's knowledge of existing funds, researching tax policy, documenting successes of existing funds and attempts to create them and identifying ready communities.
- Support the State and Local Children's Cabinet Network with webinars, calls, interviews of leaders and writing summary documents.
- Assist the policy team in communications, outreach, knowledge management for the field and connecting internally with the rest of the organization.

Performance/Character Requirements

The successful candidate will be thorough, resourceful, detail oriented, organized, adaptable, driven and have a sense of humor. The right candidate will have an eagerness to learn about this particular state and local policy work, will show initiative, and be committed to high-quality follow-through.

Qualifications

- Seeking a candidate pursuing a Master's degree with course work in public policy, education, social work, political science, economics, law or child and youth development.
- Proficiency in Microsoft Office suite (i.e. PowerPoint, Excel, Word). Advanced proficiency in one or more programs preferred.
- Basic secondary research (e.g. Web-based) and writing experience a plus.
- At least 2-3 years of successful work experience.
- Deep commitment to, and enthusiasm for, the organization and its mission.

Working Environment

Flexibility is required to adapt to the dynamic work environment of a small but growing non-profit "think tank" that has national clients and exposure. The climate is informal but mission-driven. Excellence is valued in every position. There is an opportunity for this position to telecommute, though ideally located in the Washington DC region.

Position & Compensation

While interns at the Forum are not entitled to wages during the internship, they will receive a modest stipend to help offset housing, travel and transportation costs.

Please send your cover letter and resume, with State and Local Policy Intern in the subject line to Jobs@forumfyi.org