



Policy Intern
February 13, 2025

SUMMARY

The New Hampshire Fiscal Policy Institute (NHFPI) is seeking an undergraduate or graduate intern to work on policy issues that affect the economic well-being and financial security of low- and moderate-income Granite Staters. NHFPI is looking to expand the organization's research capacity. The successful candidate will help inform and shape the public policy dialogue in New Hampshire through their work at NHFPI. Possessing strong writing and research skills as well as a deep, ongoing interest in public policy, the successful candidate will be able to communicate effectively with a range of external audiences and contribute to our healthy internal team culture.

NHFPI Policy Interns, with the support of a dynamic and collaborative team, assist with the production of informative research on a range of topics, including economic, fiscal, tax, poverty, health, education funding, and other policy areas, as well as analysis of the state's economy overall and family economic security. The successful candidate will be able to effectively interact with stakeholders outside of NHFPI and help prepare materials to inform the public and news media about related policy issues, including the development of an independent research project that culminates in an authored or co-authored NHFPI product.

The Policy Intern role is an 8-week, hourly term position (\$25 per hour, 20-24 hours per week) and reports to the Senior Policy Analyst. NHFPI uses a hybrid office model and the Policy Intern will be expected to be in-person at our office located in Concord, NH one to two days each week.

RESPONSIBILITIES

The Policy Intern's primary responsibility will be to conduct a research project and produce a report on a policy topic that is of interest to the Policy Intern and within the scope of NHFPI's mission and research needs. The Policy Intern may also have an opportunity to present their findings publicly.

Additional responsibilities include:

- Assisting with research and analysis on key policy areas (economic, fiscal, tax, health, poverty and economic security, education funding, and related areas);
- Providing support for the development of research products including creating graphs, writing summaries, and proofreading;
- Monitoring policy issues and emerging trends by tracking national and state policy news and proposals;
- Accompanying NHFPI staff to meetings and public presentations, sharing information and NHFPI analysis in an accurate and professional manner, when applicable; and
- Helping foster and maintain a welcoming and inclusive environment for all individuals.

QUALIFICATIONS

The ideal candidate for the Policy Intern position will have:

- Excellent written and oral communication skills, including the ability to write in a clear and compelling manner;
- Attention to detail and accuracy in all work;
- Familiarity with key statistical concepts and proficiency with Excel;
- Junior or senior status at an undergraduate institution or be working toward a graduate degree in the areas of public policy, economics, health policy, public health, finance, law, or a related field; and
- A strong belief in the value of accurate and insightful information to enhance public policy outcomes, particularly to empower underserved Granite Staters, and a commitment to NHFPI's mission.

COMMITMENT TO DIVERSITY AND INCLUSION

NHFPI is an Equal Opportunity Employer. We value a diverse team and an inclusive culture. We encourage applications from all qualified individuals without regard to race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, or veteran status. We provide a collegial work environment, with flexibility (subject to job requirements) and employee benefits designed to assist with personal needs and circumstances.

HOW TO APPLY

Applicants should submit a resume, cover letter, and one writing sample, all in PDF format, via email to nheller@nhfpi.org, with the subject line "Policy Intern." Writing samples should demonstrate the applicant's experience with research and policy analysis and/or knowledge of topic areas associated with this position, as well as the ability to convey information in a clear and compelling manner.

Applications will be reviewed as they are received and must include all required documents for full consideration for this position. Candidates are strongly encouraged to apply by Friday, March 14, 2025. Initial virtual interviews are slated to commence by Monday April 21, 2025. The position's start and end dates are flexible but are expected to run from mid-June to late August. The position will remain open until filled.

NHFPI MISSION

The New Hampshire Fiscal Policy Institute promotes opportunity and economic well-being for all New Hampshire residents by producing and disseminating independent research and analysis to inform public policy.

ABOUT NHFPI

The New Hampshire Fiscal Policy Institute is a nonpartisan, independent research nonprofit organization that examines issues related to the State Budget, the economy, policy decisions, and the financial security of Granite Staters, centering on issues relevant to low- and moderate-income people and families.