

Title: Strategic Planning and Policy Intern

Job Type: Non-Exempt Exempt

Division: Strategic Planning and Policy

Job Grade:

Reports to: Director of the Office of Strategic Planning & Policy

Job Purpose

This position is designed to provide students with an opportunity to learn about strategic planning, program, and policy initiatives in the Strategic Planning and Policy division. This role will give students the chance to learn about internal grant and loan programs and how these programs fit into the Agency's overall revitalization initiatives. Additionally, this position will take the lead on case study research, marketing and engagement efforts, and data tracking and analysis related to the Agency's policy initiatives.

Essential Functions

1. Assist staff with the management and promotion of internal grant programs, including data tracking and analysis, marketing and outreach efforts, and site visits to projects across the Commonwealth
2. Creation of an Annual Spotlight Report that will highlight past and present projects for distribution to staff, stakeholders, and the Board of Directors
3. Assist staff with research and engagement efforts related to the Agency's Health, Housing and Healthy Communities initiative
4. Assist in marketing and engagement efforts related to the Kathy A. Possinger Housing Policy Fellowship program
5. Complete research into various housing and community development topics as needed and provide research memo(s) of findings
6. Attend interagency task force and workgroup calls to gain exposure to state-level policy coordination efforts

Job Requirements

- Ability to complete detailed assignments in a timely and accurate manner.
- Excellent analytical and organizational skills.
- Interpersonal skills and ability to collaborate with diverse groups.
- Ability and initiative to build relationships and work collaboratively
- Proficient with computer software programs, including Microsoft Applications

Education: Applicants must be actively pursuing an Undergraduate, Graduate, or Post-Graduate/Fellowship. Individuals pursuing a degree in Political Science, Business, Public Administration, or Public Relations are preferred but not required.

Experience:

Knowledge/ Skills:

Licenses/ Certifications:

Travel

None Light Frequent Other:

Working Conditions

Physical Demands: Lifting/Carrying Walking Sitting Standing Other