



**Title:** Policy & Research Graduate Student Intern

**Group:** Research, Information and Marketing Strategies

**Reports To:** Manager of Policy & Research

**Main Objectives:** The Agency's Policy & Research Graduate Student Internship is a paid summer internship for existing graduate students intended to foster the next generation of housing policy leaders, practitioners, and scholars. During the summer internship, the Graduate Student Intern will work closely with members of the Agency's Policy & Research Team and contribute to research, quantitative analysis, and policy efforts geared towards increasing the stock of affordable and safe housing for North Carolinians with low incomes. Throughout the summer, the Graduate Student Intern will gain hands-on experience in policy analysis and research; participate in networking opportunities that may include program, research, and policy leaders from local and state organizations; gain a strong foundation in affordable housing concepts, policies, and research methods; and contribute to relevant housing research, policy, and planning priorities for the Agency.

**Essential Functions:**

- Contribute to a variety of policy analysis, program evaluation, and affordable housing research projects through data analysis and qualitative research.
- Articulate findings from research project(s) in appropriate deliverables, such as a written reports, visualizations, presentations, blog posts, and/or internal memos.
- Perform other duties as assigned by members of the Policy & Research Team.

**Additional Work Duties:** Other duties as assigned.

**Education and Experience:** Bachelor's Degree from an appropriately accredited institution required. Must be a resident of North Carolina or currently enrolled in a graduate program in Planning, Public Policy, Government, Public Administration, or related field in North Carolina. An equivalent combination of education and experience will be considered.

**Knowledge, Skills, and Abilities:** Ideal candidates are self-driven and independently motivated; have strong verbal and written communication as well as analytical and organizational skills; demonstrate a commitment to advancing the Agency's mission of providing safe, affordable housing opportunities to enhance the quality of life of North Carolinians; demonstrated interest in affordable housing and community development; enrolled in a graduate program in Planning, Public Policy, Government, Public Administration, or related field; experience with Microsoft Office programs, GIS/modeling/mapping tools, or statistical computing programs; ability to work remotely.

**To Apply:** Email [lerosenfeld@nchfa.com](mailto:lerosenfeld@nchfa.com) with your resume and cover letter. Applications will be reviewed on a rolling basis, in the order received, through May 1, 2023.

**Date Approved:** 3/31/2023

**Date Revised:** 4/6/2023