



TexProtects

Champions for Safe Children

Position | Public Policy and Research Internship

Location | Austin, TX

Time Commitment | Summer and/or Fall Semester Internship

Agency Mission:

The mission of TexProtects is to protect Texas children from the trauma of abuse and neglect and empower families to thrive through education, research, and advocacy. TexProtects effects change by organizing and educating its members to advocate for increased investments in evidence-based child abuse prevention programs, Child Protective Service reforms, and treatment programs to heal abuse victims.

Summary of Position:

TexProtects – the Texas Chapter of Prevent Child Abuse America – is seeking an energetic and motivated student intern to join the TexProtects public policy team to provide support in advance of the 87th legislative session. The intern will be responsible for an array of public policy projects and tasks.

Duties and Responsibilities (includes but not limited to):

- Conduct qualitative and quantitative research in coordination with the TexProtects' Director of Public Policy to develop and support TexProtects' legislative priorities
- Prepare policy briefs on specific TexProtects' legislative priorities in coordination with the TexProtects' Director of Public Policy
- Conduct literature reviews to incorporate into white papers and policy briefs
- Design statewide surveys (or other methods of data collection) to inform research and policy initiatives
- Collect and analyze national and statewide data to inform policy initiatives
- Organize testimony on certain public policy issues in coordination with public policy staff
- Track legislation and public policy issues that pertain to priorities of TexProtects
- Prepare legislative action alerts to constituents
- As needed, represent TexProtects at conferences, booths, community meetings, and presentations
- Stay current on related legislative issues, political issues and news items
- Provide public policy and research information for website and online communication
- Assist with preparation and logistics for meetings and assist Austin staff in meetings by preparing requested agenda, recording minutes, and other needed meeting materials

Qualifications and Skills:

- Graduate students in areas of public affairs/policy, social work, education, communications, law preferred
- Ability to analyze, develop and execute research projects
- Experience and comfort working with data and conducting literature reviews
- Familiarity with statistical analysis software (e.g. SPSS) beneficial
- A background in child abuse prevention and/or promoting child/family wellbeing research a plus
- Familiarity with the Texas legislative process helpful
- Superb written and verbal communication skills with a demonstrated ability to proofread, edit and write
- Highly organized, positive, and team-oriented individual
- Must possess a strong focus on details, accuracy and timeliness of work
- Highly skilled in Microsoft Office: Word, Excel, PowerPoint
- Strong time management, organizational, and implementation skills are required
- Ability to work independently and accept supervision
- Maintain confidential information

Please send resume, cover letter and three writing samples to jennifer@texprotects.org.

No phone calls please.