Legislative and Policy Research Intern (Virtual)

The Legislative and Policy Research Intern will work with the Legislative and Political Director to identify policy proposals that improve public and human services delivery in Pennsylvania; that reduce State, county, and municipal costs or are revenue neutral; and that are worker-friendly. The Intern will help to identify methods to improve the delivery of public services in Pennsylvania; realizing cost-savings and efficiencies in the provision of public services; mapping out public and human services funding streams; and identifying and analyzing key federal and state legislation affecting the funding and / or provision of public and human services funding. The position is 10-20 hours per week.

Students should have knowledge of Google and Microsoft collaborative tools, as well as videoconferencing software. Students should have some daytime availability during business hours (EST) as some research will involve calls to organizations. Students must be able to either receive academic credit for their work, or participate in a work-study program.

Responsibilities:

- Research, analyze, and develop briefing documents on best practices in public and human services delivery, worker and labor law issues, and key pieces of worker-related and human services related legislation and regulation;
- Research, analyze, and develop briefing documents on best practices in Pennsylvania State, county, and municipal government public and human services delivery and cost savings proposals, and in comparable states;
- Review recordings and transcripts of agency and legislative committee hearings and draft summaries of key worker-related and human services-related issues;
- Assist in mapping out federal, state, and county funding streams for Pennsylvania’s public and human services workers;
- Assist in the drafting of talking points, internal memos, legislative briefing pieces, and other communications materials as necessary; and
- Other responsibilities as assigned.

Applicants should have an interest in public policy, social justice and / or worker issues; must submit a research-oriented writing sample; and may be asked to take a writing test at the time of the interview. The selected applicant will have excellent writing, research, and analytical skills, and a thorough knowledge of online collaborative tools. Graduate students or juniors / seniors preferred. Applicants can apply by sending a cover letter, resume and writing sample to christopher.hundey@seiu668.org, with “Legislative and Policy Research Intern (Virtual) application” in the subject line.

SEIU Local 668 represents nearly 20,000 health and human services workers, including those who work as employment and youth counselors, social workers, corrections and probation officers, ChildLine and 911 operators, drug and alcohol counselors, and court employees, among others. Approximately half of our members are employed by the Commonwealth, and the remainder work for municipal, county, and private employers across the state. Our members are a diverse group of individuals, of varying ethnicities, political affiliations, and beliefs, but they are united by their dedication to serving the people of Pennsylvania.