University of Maryland

3 Job Postings For April 2015
Public Policy Intern
Enterprise Community Partners Inc.

**Position Type:** Summer Internship

**Desired Major(s):** Architecture, Planning and Preservation, Public Policy

**Location:** Washington DC, District of Columbia (United States)

**Description:** Job Summary

The Public Policy Intern works with the public policy team. The position requires strong oral and written communication skills, ability to thrive in a non-partisan environment, self-motivation, ability to work both independently and as a team player, and ability to manage and prioritize multiple tasks. Reports to the Senior Analyst – Project Director.

**Job Responsibilities**

- Update and maintain database of key federal, state and local legislators;
- Track and monitor federal and state housing and community development legislation;
- Attend congressional hearings, as needed, and provide detailed minutes;
- Represent Enterprise at coalition/association meetings, as needed, and provide detailed minutes;
- Prepare advocacy guide and legislative contact information for local Enterprise offices;
- Prepare informational packets about Enterprise and key policy issues for congressional staff;
- Maintain database summarizing Enterprise's investments in key legislative districts; and
- Assist in daily office work including, but not limited to: printing, copying and distributing testimony; answering phones; and general administrative duties as necessary.

**Job Function:** Other

**Desired Class Level(s):** Senior, Masters Candidate

**Qualifications:**

- Completed at least 3 (three) years at an accredited 4 (four) year college or university; college graduate or graduate student strongly preferred.
- Interest in affordable housing and community development, working with nonprofit organizations and the legislative process.
- Strong oral and written communication skills.
- Ability to thrive in a non-partisan environment.
- Self-motivation; ability to work both independently and as a team player.
- Ability to manage and prioritize multiple tasks.
- Ability to pay close attention to detail, with strong organization skills.
- Good research skills and the ability to analyze and report/summarize policy issues.
- Microsoft Word, Access & Excel skills and familiarity with web-based research are required.
Public Policy Research Intern
Enterprise Community Partners Inc.

**Position Type:** Summer Internship

**Desired Major(s):** Architecture, Planning and Preservation, Public Policy

**Location:** Washington DC, District of Columbia (United States)

**Description:**

The Public Policy Research Intern works with the whole public policy team, but is specifically assigned to the Policy Development and Research division. The position requires strong data analysis skills, written and oral communication skills, self-motivation, ability to work both independently and as a team player, and ability to manage and prioritize multiple tasks. Reports to the Senior Analyst – Project Manager, Policy Development & Research.

**Job Responsibilities**

- Write research reports and white papers that analyze existing policies and explore new policies.
- Conduct quantitative analysis of internal and external datasets to support Enterprise’s research goals.
- Support research needs of members of the Policy Development and Research division, including quantitative and qualitative assessments of existing and proposed housing policies.
- Track and monitor federal and state housing and community development research and programs to identify promising practices and potential new policy ideas.
- Assist with the bi-weekly “Research and Reports” section of the Capitol Express Newsletter and the daily Community Developments blog post.
- Represent Enterprise at coalition/association meetings, as needed, and provide detailed minutes.
- Assist in daily office work including, but not limited to: printing, copying and distributing testimony; planning events; and general administrative duties as necessary.

**Job Function:** Research, Other

**Desired Class Level(s):** Senior, Masters Candidate

**Qualifications:**

- Completed at least 3 (three) years at an accredited 4 (four) year college or university; college graduate or graduate student strongly preferred.
- Interest in affordable housing and community development, in the context of the policy development process.
- Superior research and writing skills.
- Strong data analysis skills. Familiarity with STATA and ArcGIS statistical software preferred.
- Creative and willing to explore new housing and community development policy ideas.
- Ability to thrive in a non-partisan environment.
- Self-motivated; ability to work both independently and as a team player.
- Ability to manage and prioritize multiple tasks.
- Ability to pay close attention to detail, with strong organizational skills.
Microsoft Word, Access & Excel skills and familiarity with web-based research are required; familiarity with public datasets preferred.
Intern - Summer Research Associate - Washington DC
Nexant, Inc.

**Position Type:** Summer Internship, Internship (Fall or Spring Part-Time)

**Desired Major(s):** All Majors

**Location:** Washington DC, District of Columbia (United States)

**Description:**

Nexant seeks an Intern - Summer Research Associate (SRA) in its Washington, DC office to provide research support to senior staff with the goal of submitting articles for peer-reviewed publication. Applicants should have an interest in the electricity industry and be currently enrolled in either a Ph.D. program or a Masters program with a research focus. The SRA will have an opportunity to work with leading industry experts and contribute to empirical, policy-relevant research on emerging issues of interest to both utilities and regulators. The length of employment will be approximately three months and is expected to occur during the period June-September (start/end dates are flexible within this window depending on academic calendars and other individual circumstances).

**Duties and Responsibilities**

- Managing and manipulating large amounts of data to assess trends and/or patterns and their ramifications from a policy or program perspective
- Conducting advanced statistical analyses to answer specific research questions
- Performing reviews of the empirical literature related to electricity pricing, demand response, energy efficiency and other clean energy topics (e.g. electric vehicles, grid reliability, distributed energy resources and new “smart grid” technologies)
- Working with senior staff to prepare manuscripts for submission to peer-reviewed journals in energy economics, environmental policy and related fields
- Other duties as necessary.

**Job Function:** Agriculture/Natural Resources/Environment, Computer Science/Statistics

**Desired Class Level(s):** Masters Candidate, Doctoral Candidate