



Policy Intern

The Society for Research in Child Development (SRCD) is one of the world's leading scientific authorities in the field of child development. Our mission is to advance the developmental sciences and promote the use of developmental research to improve human lives. We are seeking a technology-savvy, detail-oriented, energetic individual for an internship.

SRCD seeks an intern to join its Policy Team to (1) support the production of policy-related products, events, and activities, (2) support the dissemination of policy-related products to key stakeholders, and (3) support SRCD's policy-related programs and initiatives. The successful candidate will work directly with the Senior Policy Associate and collaboratively with the Policy Team to achieve these goals.

This is a part-time internship that will include approximately 10 to 20 hours of work per week. This is a semester-long internship with an opportunity to extend the internship one additional semester (please note candidates willing to extend their internship one semester are preferred). Each internship is individualized to meet the needs of the SRCD Policy Team, while at the same time, meet the needs and learning interests of the intern. Potential duties may include:

- Attending (virtually) and summarizing legislative and executive branch hearings and other events (e.g., briefings, meetings) for SRCD's monthly *Policy Update* to keep its members informed about federal policy developments
- Participating in policy-related meetings with other professional societies to inform policy discussions and activities
- Developing and utilizing measures and tracking systems to evaluate the success of SRCD's programs, products, and initiatives
- Supporting the production and dissemination of SRCD's policy products to policy audiences, including developing targeted dissemination plans to key congressional and executive branch stakeholders
- Supporting the production and marketing of SRCD's programs and initiatives
- Providing administrative support for policy groups on SRCD's online community platform, *SRCD Commons*, which aims to support sharing of knowledge, resources, and advice related to the connection of child development research to policy amongst its members
- Providing additional support to other programs, initiatives, and activities, as needed

QUALIFICATIONS

The ideal candidate will have the following knowledge, skills, and experiences:

- Advanced working knowledge of Microsoft PowerPoint, Word, and Excel
- Completed coursework related to child development, research methods, and policy
- Knowledge or demonstrated interests in legislative and regulatory policies impacting children and families

- Strong attention to detail, organizational skills, and time-management skills
- Strong written and oral communication skills
- Strong interpersonal skills and a positive, professional attitude

BENEFITS

- Opportunity to explore topics related to child and family policy and develop your own policy-related project based on your learning goals!
- Learn about federal policymaking processes.
- Learn how to summarize policy-relevant research for various target audiences (e.g., policymakers, researchers).
- Learn how to design and implement dissemination plans for specific target audiences.
- Utilize metrics to evaluate the success of dissemination efforts.
- Connect with a wide variety of child and family policy stakeholders from different disciplines.
- Gain practical experience regarding how to track and summarize child policy activities and the intersection of child development and public policy.

To Apply: Please send a cover letter, resume, and a brief writing sample (1 page) to Policy@srcd.org with the following subject line “ATTN: Policy Intern.” We kindly ask that you describe why you are interested in the internship, what you hope to gain from an internship at SRCD, learning goals for the internship (i.e., how it will help further your career path), and how your knowledge, skills, and experiences have prepared you to succeed in this internship.

The Society for Research in Child Development is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, or disability.