Public Agenda (http://www.publicagenda.org/) is a nonprofit organization that strengthens our democracy by helping leaders and citizens collaborate on sustainable solutions to complex public problems. We pursue this nonpartisan mission through innovative research, stakeholder engagement, creative communications and strategic partnerships.

The Public Engagement (PE) team seeks an intern to work 20 hours per week to support the development, coordination and implementation of engagement projects across a range of issue areas, especially postsecondary education. The intern helps manage day-to-day tasks and supports multiple public engagement projects, both independently and with a team. Though reporting to one team member, the intern supports all department staff and may also coordinate tasks across departments (Research, Communications, Development, etc) as needed.

Tasks will include:

- Performing background research on a range of pressing issues, especially postsecondary education, and topics related to civic engagement, change management and deliberative democracy
- Providing writing, proofreading, formatting and design support for memos, reports and other content
- Administrative support activities, such as:
  - Coordinating the logistics for field studies, including but not limited to arranging interviews, setting up focus groups through market research facilities and project partners, and sending audio files for transcription
  - Preparing materials for engagement workshops, facilitator trainings, presentations;
  - Assisting with the maintenance and organization of department files and calendar, helping to keep deadlines organized and projects on track;
  - Participating in and taking notes during department meetings and project-related conference calls or webinars at the request of project leads;
  - Typing, photocopying and mailing

Depending on skill level, experience and interests, the PE intern may have the opportunity to:

- Develop qualitative research materials, including interview protocols, focus group discussion guides, focus group participant screeners;
- Conduct research and evaluation—mostly qualitative with some opportunities for quantitative and mixed-method evaluations, create logic models and evaluation plans;
- Assist project leads with qualitative data analysis and reporting, including review of interview and focus group notes and transcriptions for themes and quotes;
- Work with project leads to develop work plans and project timelines;

Applicants must be highly motivated, have solid writing and communication skills, and an interest in public engagement, education policy, current national and international issues and qualitative research. This internship is likely best suited for an upper-division an undergraduate (junior or senior) or graduate student; we are willing to work with your school to fulfill internship or independent study requirements. This is a paid internship ($10 an hour) that begins immediately and requires a minimum commitment of three months with potential for an extension. To apply, please send a cover letter, resume and three to five page writing sample to Michelle Currie at mcurrie@publicagenda.org.