



P/ACER Policy Intern

About the Organization

RFA seeks to use research as the basis for the improvement of educational opportunities and outcomes for traditionally underserved and marginalized students. We conduct culturally-responsive and equity focused research and evaluation studies to inform policymakers, practitioners, philanthropy, and the public at local, state, and national levels. We provide our partners with empirical evidence and recommendations they can trust, to guide decisions about programs, policies, and practices. We are passionate about the importance of high-quality education for strengthening students, families, and their communities and the need to advance racial and social justice in the systems that undermine equitable access and success. We believe that all students, families, and communities deserve the resources and supports needed to develop their potential and thrive.

Internship Location

RFA is currently providing challenging, high-quality, and meaningful internship experiences for students through a virtual engagement. To be considered for a remote internship, candidates must reside or have an address in the following states: Colorado, Georgia, North Carolina, New Jersey, New York, Pennsylvania, and Tennessee. RFA cannot offer internships to candidates outside of these states.

Position Description

The Spring 2024 P/ACER Policy intern will support RFA's policy-oriented projects grounded in Pennsylvania and Allegheny County. The Pennsylvania Clearinghouse for Education Research—or PACER—is designed to inform state education policy discussions through rigorous, objective research; regular policy briefs; and research-based commentaries in leading media outlets statewide. The Allegheny County Education Research (ACER) project provides robust, timely, and actionable independent research and analysis to inform educational policy and practice in Allegheny County public schools.

The project is looking for an intern that can support project staff in conducting research activities for upcoming PACER and ACER policy briefs. The P/ACER intern will conduct literature reviews, scan policies, and draft analytic memos on pressing educational policy issues that relate to the state of Pennsylvania and Allegheny County. Research topics may include school finance, enrollment patterns, educational opportunities, teacher workforce and other topics related to educational equity. The P/ACER intern will also contribute to descriptive data analysis on timely policy related research. There will be opportunities to assist in dissemination of research and strategic event planning.

Required Skill Sets and Experience

- Experience conducting literature review and policy scans.
- Interest in qualitative and/or quantitative research.
- Comfortable working quickly and efficiently to meet deadlines and possesses the ability to work on multiple projects at once

- Enthusiastic about working collaboratively with staff at all levels of project teams
- Highly skilled in the use of software/programs across multiple platforms, including Microsoft Office

Preferred Skill Sets and Experience

- Quantitative analysis using STATA and Excel, data cleaning, and research writing. Interest in qualitative and/or quantitative research.
- Experience working with administrative or publicly available data.
- Understanding of education policy issues in Pennsylvania, Philadelphia, and/or Allegheny County.

Time Commitment

Maximum of 20 hours per week

Tech Requirements

To be hired for RFA's remote internship opportunities, you must have access to a personal computer with an up-to-date Mac or Windows operating system, up-to-date antivirus software, a functional webcam and microphone, and a stable internet connection at your residence. If hired, RFA will require a technology check of your remote system to ensure your working environment is compatible with ours.

Other Information

- Spring internships run from early January through mid-May.
- Beginning and end dates are based on the needs of the project and the availability of the intern. For this position, interns not receiving work-study will be paid \$15.00 per hour. Only complete applications including Resume & Cover letter will be taken into consideration for the internship hiring.
- Applications will be considered on a rolling basis until this position has been filled.
- Candidates must be authorized to work in the United States.