



Policy Analyst Intern Position

Job Description: The policy analyst intern will assist in various stages of research project execution and public policy work. Tasks may include finding and summarizing literature, finding and evaluating data sources, taking minutes for high-level meetings, and conducting independent research on public policy issues. There may be opportunities for interns interested in quantitative research to analyze data, and there will be opportunities for interns to pose research questions and assist in study methodology design.

By participating in substantive discussions with various agencies, interns will gain a clear understanding of the structure and process of the many layers of San Diego county governance. Interns will also gain experience in policy-relevant research and gain a stronger understanding of social science research methods. For those pursuing a career in public policy/administration, government affairs, or research, this is an invaluable opportunity to gain practical work experience.

Although this is an unpaid position, students may earn academic credit for the internship through their university's internship program office.

Qualifications: The Association is seeking interns with demonstrated ability to conduct independent research and prepare cogent and well-written reports in a timely manner with minimal supervision. Strong analytical and research skills and an understanding of policy-making processes are preferred. Political Science, Economics, and Math majors preferred.

Interns will be expected to work a minimum of 8 hours a week for 10 weeks (a commitment of two quarters or one semester is preferred). Interns may work in person, hybrid, or fully virtual.

How to Apply: Please send a resume, cover letter and writing sample to info@sdcta.org. Internship applications are accepted on a rolling basis.

