



Louisiana Policy Institute for Children Research & Policy Intern Job Description

Job Status: Intern

Job Location: Remote, Louisiana preferred

Reports to: Research & Policy Director

Start Date: Flexible, minimum 3-month commitment

Hours: 15-25 hours per week, depending on intern schedule availability

Compensation: \$10/hour

About the Organization

The [Louisiana Policy Institute for Children](#) (LPIC) is Louisiana's leading policy voice for young children. A non-partisan, nonprofit organization, it is an independent source of data, research, and information for policymakers, stakeholders, and the public at large around issues related to young children in Louisiana. Its mission is to advance policies to ensure that Louisiana's young children are ready for success in school and in life.

Position Description

The Louisiana Policy Institute for Children (LPIC) is seeking a highly motivated individual with excellent research and writing skills to serve as a research and policy intern. The research and policy intern will support LPIC's research, policy, and advocacy efforts to promote the healthy development of children ages birth through four and their families. Key responsibilities include conducting research, supporting policy projects and advocacy campaigns, and assisting with communications and outreach.

Key Responsibilities

- **Policy Research and Development**
 - Conduct primary and secondary research and analysis on issues related to early care and education policies in Louisiana.
 - Support with analysis of qualitative and quantitative data sets.
 - Research state and federal policies, regulations, and statutes related to Louisiana's young children and their families.
 - Assist in the preparation, design, and dissemination of policy reports and proposals.
- **Policy Advocacy**
 - Contribute to content creation for and draft one-pagers, talking points, issue briefs, presentations, infographics, related charts and visuals, op-eds, testimony,

speeches, action alerts, white papers, and other materials for internal and external audiences to advance policy priorities.

- Assist in the development and implementation of major new policy initiatives and planning and coordinating policy related workshops, meetings, and other engagements.
- **Other Duties as Assigned**
 - Complete tasks as requested by the Policy and Research Director and/or LPIC leadership team to support the effective and efficient operation of the Louisiana Policy Institute for Children in fulfilling its mission.

Qualifications

- Demonstrated interest in early childhood, education, public policy, politics, advocacy, journalism, or related field
- Responsiveness to team communications through emails, calls, meetings, and texts
- Excellent communication skills orally and in writing
- Highly self-motivated, problem-solver with strong organizational skills
- Ability to multitask
- Flexible, responsive, persistent, and positive
- Knowledge of a variety of computer software applications, including Microsoft Office and Google Suite
- Additional skills such as graphic design, video editing, organizing work, etc., are welcomed but not required

To Apply: Please send a cover letter, resume, and writing sample (max 5 pages) to info@policyinstitutela.org with the subject line “Research & Policy Intern”