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**WEST VIRGINIA CENTER ON BUDGET AND POLICY**

**Position Title:** Summer Policy Associate

The West Virginia Center on Budget and Policy (WVCBP) is a statewide nonprofit, nonpartisan thinktank located in Charleston, WV. Founded in 2007, the WVCBP is a leading voice in West Virginia on research and analysis of state and federal policy issues, as well as an effective advocate for the enactment of policies that help ensure shared prosperity for all of West Virginia’s workers and families.

The WVCBP seeks a summer policy associate for an internship to work on issues associated with our research and advocacy priorities. Our summer policy associates work closely with WVCBP staff, coalition partners, and stakeholders in an immersive experience involving research on/advocacy for evidence-based solutions, policies, and practices surrounding issues that impact low- and moderate-income West Virginians.

The WVCBP internship program’s mission is to partner our organization with highly motivated undergraduate and graduate students committed to building shared prosperity through policy change. Our internship program prepares students for potential employment in the non-profit policy world by training them to conduct rigorous data and policy analysis or outreach and advocacy while developing effective communications strategies.

Our summer internships pay $20.00 per hour. A typical internship runs from-mid May to early August. Internships are full-time and include paid vacation and sick days. Currently, the internship is expected to be fully remote, so applicants need not live in Charleston during the internship. Interns work closely with WVCBP staff focusing on one of the following tracks:

• Outreach and Communications  
• Policy Research and Analysis

WVCBP interns are current students at a higher-education institution, or recent graduates, with preference given to graduate students.

The WVCBP will be accepting candidates for this position through Wednesday, February 16, 2022. Please submit an application packet including a resume and cover letter to [info@wvpolicy.org](mailto:info@wvpolicy.org) with “Summer Associate” in the subject line. Please specify in your cover letter whether you are seeking a research or outreach position.

*The West Virginia Center on Budget and Policy is committed to building a more diverse and inclusive organization to fully represent and engage all West Virginians. Recruiting staff that reflects the diversity of perspectives and experiences of West Virginia is a priority. We strongly encourage applicants from diverse communities, constituencies, and identities, including but not limited to: people of all ethnic/racial backgrounds, people of all gender identities/gender expressions, people with disabilities, justice-involved individuals, and LGBTQ+ persons.*