



## **Job Description: STEM Policy Research Intern**

*Part-time, paid*

[TXPOST \(Texas Partnership for Out of School Time\)](#) seeks diligent, self-driven candidates for a Science, Technology, Engineering, and Math (STEM) policy research internship. The intern will work with the Executive Director to conduct policy research and produce a report on funding and policy opportunities available to support STEM in out of school time in Texas. Candidates must be enrolled in college, possess strong written and verbal communications skills, work well independently, and demonstrate an interest in our nonprofit mission.

## **Project Outline**

TXPOST intends to have a policy researcher conduct an in-depth scan of the current Texas budget and recent Texas legislative sessions to identify sources of funding available for STEM programming from state and federal revenue streams as well as to understand legislative priorities and legislative champions for policy that can move STEM learning forward in Texas. Upon completion of this project, TXPOST anticipates a functional report that will identify the following:

- Revenue streams and budget riders (including but not limited to Perkins, state Career and Technical Education, Workforce Innovation and Opportunity Act, Every Student Succeeds Act, P-Tech, and career pathways);
- Legislation filed in the last three sessions, including:
  - bill authors, joint authors, and co-authors;
  - witness lists (to identify future stakeholders, partners, and potential opposition); and
  - progress of legislation, including ultimate reason for failure of passage; and
- Current statute and ongoing programs.

Observations and recommendations regarding next steps, policy and advocacy agenda drafting, fund braiding and leveraging, and attainable relationship development will also be included in the final portion of the report. As a natural progression of this work, plans to develop partnerships, cultivate legislative champions, and more deeply understand stakeholder priorities will all be informed by this research.

## **Approximate Timeline**

**February 2022:** Onboarding and training as necessary

**February – May 2022:** Policy research conducted; Bi-weekly or monthly meetings (as requested) and email check-ins between researcher and staff lead

**May 1, 2022:** Draft report outlined

**May 15, 2022:** Recommendations section based on findings outlined

**May 31, 2022:** Report content finalized

**June 2022:** TXPOST reviews report, refines recommendations, and finalizes document



### **Skills and Experience Required**

- Understanding of federal and state policy making
- Familiarity with or desire to quickly learn the legislative process in Texas
- Strong or developing policy research skills
- Strong or developing knowledge of K–12 education, out of school time, and STEM subject matter
- Excellent project management skills
- Strong writing and editing skills (AP Stylebook)
- Familiarity with common project management, communications, word processing, and data management tools like Google Suite, Microsoft Office, Asana, Salesforce (if applicable), Slack, Toggl, etc.

### **Terms**

This is a paid, part-time internship to begin around February 1, 2022 and end around May 31, 2022 with an option to continue ongoing. All support is project-based and time-bound. With the exception of regular, virtual check-ins with the Executive Director, the intern may work at the location (within Texas) and according to the hours they prefer. The intern must provide their own computer. **This position offers an hourly rate of \$20 with an estimated commitment of 10 hours of support per week.**

### **How to Apply**

Interested individuals should [apply here](#) by **Monday, February 7, 2022**. All candidates will be contacted by February 10, 2022.