



Department of Planning, Public Policy and Management Internship Posting Form

Use tab or arrow keys to move between fields.

Organization Information

Name of Organization	NWFCO
Street Address	1265 S. Main St Suite 305
City, State Zip Code	Seattle, Washington 98144
Web Site	www.nwfc.org

Description of Organization: Brief summary of organization and work environment. (No more than 100 words)

See website.

Internship Title and Description: What will the student learn? Describe anticipated tasks and responsibilities. If internship is a project, describe type and scope. Indicate if travel is required. **If your description exceeds 200 words, attach a separate sheet.**

Public Policy Intern - Job Gap Report

Public policy internships provide an opportunity to learn about and influence the development of public policy on the state and national levels. The Job Gap report, published annually, calculates the number and proportion of current jobs that provide a sufficient wage to support an individual or family's basic needs without relying on public assistance. It also calculates the proportion of wage earners and households that are earning enough to afford the cost of living in the Northwest. The Job Gap report is used by public policy groups, grassroots organizations, and local and state government agencies. The intern will be named as a co-author on the published report. Past versions of the Job Gap report are available on our website at www.nwfc.org.

Qualifications: Describe the general knowledge and skills required. Note any preferred skills. (No more than 100 words)

General knowledge and skills required: Applicants should be recent or current students in a field related to public policy or economics. Additional requirements include commitment to economic and social justice and strong writing, interpersonal, and research skills. Applicants should also be proficient in quantitative analysis and Excel.

Hours: The academic term is 10 weeks.

Anticipated hours/week: 40

Pay: Indicate if internship is paid and if so, whether the pay is an hourly wage or stipend.

Yes

Hourly Wage:

Stipend:

No

Term of Internship: Internships are offered on an academic term basis. Students secure their placements in the term prior to the start of the internship. The date in parenthesis indicates **your deadline** for submitting an internship posting. Indicate the academic term(s) or “ongoing” if the internship is continually available.

Fall (Aug. 15) Winter (Nov. 15) Spring (Feb. 15) Summer (May 15) Ongoing

Student Application Procedure & Deadline

E-mail cover letter and résumé to site supervisor

Other: list of 2-3 references

Application Deadline: Jun 03, 2008

Contact Information

Site Supervisor

Ms. Carrie Tracy

Title

Work Phone

206-568-5400

E-mail Address

carrie@nwfco.org