CTBA | Center for Tax and Budget Accountability

Foster social and economic justice through advancing fact-based public policy solutions

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www.ctbaonline.org

Internship Opportunity – Center for Tax and Budget Accountability

The Center of Tax and Budget Accountability is seeking an intern to join our team.

The mission of the Center for Tax and Budget Accountability ("CTBA") is to identify, develop, and introduce into public debate rigorous, non-partisan, data-driven analysis and public policy recommendations that will improve the fiscal health of Illinois and other states.

The intern would assist the office's efforts in a variety of ways:

- Research policy initiatives in education, pensions and the state budget
    - For example, examining budget, demographic and capacity issues in Chicago Public Schools
- Assist in gathering data from a variety of national and state based sources
- Help in creating and analyzing databases
- Legislative analysis, which includes:
    - Assisting staff in reviewing current legislation
    - Conducting thorough research on Illinois state statutes
    - Drafting memos and papers.

Requirements:

- Current undergraduate or graduate student
- Possesses excellent analytical and organizational skills
- Strong communication and writing skills
- Excellent research skills
- Proficiency with Microsoft Office; fluency in Excel; STATA or SPSS knowledge a plus
- Familiarity with statistical analysis preferred

The CTBA internship is currently unpaid. Schedule is flexible, but candidates should expect to work between 15-20 hours a week.

Interested applicants should send a brief e-mail introduction and attach a copy of their resume and a writing sample to Bobby Otter at botter@ctbaonline.org, with the subject line "**CTBA Internship**."

The Center of Tax and Budget Accountability is an equal opportunity employer.

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