

## **Research Internship – Center for Tax and Budget Accountability**

The Center of Tax and Budget Accountability ("CTBA") is seeking a Research Intern to join our team.

The mission of CTBA is to identify and develop rigorous, non-partisan, data-driven analyses and public policy recommendations that will improve the fiscal health of Illinois. CTBA's principal goal is to ensure major policy systems work to promote social and economic justice.

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

- Research policy initiatives in education, tax, pensions, and the state budget
  - For example, examining budget, demographic and capacity issues in Chicago Public Schools
- Examine financial documentation for state- and local-level public organizations
- Assist in collecting, validating, and verifying data; creating and analyzing datasets
- Legislative analysis, which includes:
  - Assisting staff in reviewing current and proposed legislation
  - Conducting thorough research on Illinois state statutes
  - Drafting memos and papers.
- Contextualize research projects within the objective/scope of the organization

### Requirements:

- Current graduate student
- Proactive, inquisitive and shows initiative in performing research duties
- Adaptable to a fast-paced environment and ability to balance multiple projects at a time
- Honesty and Integrity in reporting research findings
- Possess writing skills geared towards white papers, one-pagers, executive summaries, and a variety of other policy memos
- Excellent documentation of research sources and analytical methods
- Proficiency with Microsoft Excel, Word, PowerPoint, and Outlook
- Interest in translating complex policy ideas into public-facing communications
- Familiarity with statistical analysis and R is welcome

The CTBA internship is currently unpaid. Schedule is flexible.

Interested applicants should send a brief e-mail introduction and attach a copy of their resume and a short writing sample to Drazel Feliu at [dfeliu@ctbaonline.org](mailto:dfeliu@ctbaonline.org) and Allison Flanagan at [aflanagan@ctbaonline.org](mailto:aflanagan@ctbaonline.org), with the subject line "CTBA Research Internship."

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