



The Research Bureau

**Worcester Regional Research Bureau, Inc.
Program Intern (paid) – Spring/Summer 2023
Worcester, MA**

The Worcester Regional Research Bureau, Inc., a private, non-profit organization serves the public interest of Greater Worcester by conducting independent, non-partisan research and analysis of public policy issues to promote informed public debate and decision-making. Since 1985, The Research Bureau has worked to protect the public interest in Greater Worcester by identifying issues, investigating impacts, and educating the public and government officials of opportunities and best practices.

Program Interns with The Research Bureau will assist in various event planning and program development addressing the Worcester region's challenges and opportunities. The work will include, but is not limited to, planning, organizing, and executing complex events such as the Governmental Research Association's Annual Conference, large Award ceremonies, informational forums, and panel discussions.

It is expected that the Program Intern will spend at least 8-10 hours a week on Bureau-related activity. The ideal candidate would be available for approximately 6 months, starting in March of 2023 and ending in August 2023. A Program Intern will be compensated at a rate of \$15/hour.

Qualifications:

- Member of the graduating class of 2024 or 2025.
- Coursework, or relevant experience, in business administration, communications, public relations, marketing, public administration/policy, political science, or other related field(s).
- Organized and detail-oriented with excellent written and verbal communication skills.
- Proficient in use of Microsoft Office Suite.
- Knowledge or familiarity with the City of Worcester and Central Massachusetts.

To Apply: Please submit a cover letter, resume and a writing sample to jobs@wrrb.org.

Please address your cover letter to:
Mr. Paul Matthews
Executive Director & CEO
The Research Bureau
390 Main Street, Suite 208
Worcester, MA 01608

Deadline to apply is January 31.