



The Research Bureau

**Worcester Regional Research Bureau, Inc.
Research Intern (paid) – 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.

A Summer Intern will assist in various research studies of the Worcester region's challenges and opportunities in a range of topics including economic development, municipal finance, public education, transportation, health, administration, public safety, etc. The work will include, but is not limited to, policy and community research and collecting, inputting, analyzing, and interpreting data from a variety of sources. Interns will prepare tables and graphs based on data, draft research reports and briefs, and participate in meetings and events with staff. It is expected that the internship will be 6 weeks for 20-hours per week accompanied by a stipend of \$1,800.

Qualifications:

- Coursework, or relevant experience, in public administration/policy, political science, economics, journalism, or other related field(s).
- Excellent written communication skills.
- Proficient in use of Microsoft Office Suite, particularly Excel and working with datasets.
- Experience with data visualization tools such as Tableau or ArcGIS is a plus but not required.

To Apply: Please submit a cover letter, resume and a work 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

Applications are reviewed as received. Deadline to Apply is March 17.