

# Public Policy Intern

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Municipal Research & Services Center (MRSC) is seeking one Public Policy Intern for work this academic year. MRSC is a nonprofit organization dedicated to proactively supporting the success of local governments state-wide by providing collaborative consultation and immediate access to a vast research and knowledge base. For more information on MRSC, visit [mrsc.org](https://mrsc.org).

This position is based in Tacoma, with the option of up to 100% remote work from a home office within Washington State, with the exception of quarterly team-building events.

## PRINCIPAL DUTIES

The Public Policy Intern will obtain hands-on experience working directly with MRSC policy staff to research and respond to emerging issues affecting Washington's 39 counties, 281 cities and towns, and hundreds of special purpose districts. These issues span a diverse range of practice areas, including but not limited to:

- Climate action
- Affordable housing
- Homelessness
- Planning
- Land use
- Downtown revitalization
- Contracting and procurement
- Finance
- General municipal governance

Although we will make every effort to accommodate personal interests, the Public Policy Intern will be asked to perform research in a wide variety of subject areas and may have the opportunity to respond directly to public officials and employees across the state. The intern may also be asked to help develop aspects of training programs sponsored by MRSC, including webinars, blog posts, presentations, and publications on a variety of local government issues.

**TIMELINE.** Preferred applicants are available to work 12-16 hours per week beginning October 2024. While the term of this internship is currently through the academic year, there may be a possibility of having it continue through summer.

**REQUIRED QUALIFICATIONS.** The ideal candidate will demonstrate strong research and writing skills, a nimble mind, a commitment to public service, and an interest in local government.

**COMPENSATION AND BENEFITS.** Compensation is \$26-\$28/hour, depending on qualifications and experience.

**ABOUT MRSC.** MRSC is a private nonprofit organization devoted to empowering local governments in Washington State to better serve their communities. We support effective local government through trusted consultation, research, training, and collaboration. We have an outstanding reputation for providing reliable, non-partisan, trustworthy advice and information. We answer questions, collaborate with partner organizations, convene stakeholders, and disseminate information on featured practices and emerging issues. Learn more at [mrsc.org](https://mrsc.org).

**MRSC'S TEAM.** Our 27-person team includes attorneys, policy experts in the fields of planning, community development, finance, contracting and procurement, communications specialists, program and accounting administrators, and information technology staff. We work in a team-oriented, collaborative basis. [MRSC's Guiding Values and Principles](#).



**INCLUSION.** Our mission is best advanced by the leadership and contributions of individuals of diverse backgrounds, beliefs, and culture. We encourage applicants from all cultures, races, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, caste, or other characteristics protected by state or federal law or local ordinance.

**TO APPLY.** Submit the following materials in PDF format to Aimy Enriquez at [aenriquez@mrsc.org](mailto:aenriquez@mrsc.org) by 4:00 p.m. PDT, Friday, September 6, 2024:

1. Cover letter;
2. Resume; and
3. Short writing sample.

Interviews will take place virtually on September 20<sup>th</sup>.

MRSC is committed to providing access and reasonable accommodation in its services, programs, activities, and employment for individuals with disabilities. To request disability accommodation in the application process, contact Aimy Enriquez, HR Analyst at [aenriquez@mrsc.org](mailto:aenriquez@mrsc.org) or 206-625-1300 x125.