



Policy Research Assistant (Summer 2022)

Boston Municipal Research Bureau – Boston, MA

As an integral member of our staff, the Research Assistant will be exposed to the operations and politics of Boston city government and the wide range of policy issues that encompasses. The Research Assistant works directly with the President and the research team on policy issues that can include economic development, education, finance, housing, personnel, climate resiliency, or transportation. The Research Assistant will interact with government officials and executive leaders from some of the most prominent businesses and nonprofit organizations in Boston through our programs and events.

It is key that this individual is balanced and objective. A successful candidate will also be a skilled communicator and relationship-builder, as they will play a key role in furthering the Research Bureau's mission.

Responsibilities include, but are not limited to:

- ❖ Participate in aspects of the public policy-making process from problem analysis to advocating proposed solutions through research and analysis on a variety of projects pertaining to the City of Boston.
- ❖ Contribute to our publication series by researching and drafting a one-page Research Update article on a particular current issue.
- ❖ Monitor City Council meetings and hearings and help prepare testimony when needed.
- ❖ Support the work of other staff through research, the creation of tables and graphs, data entry and data management.
- ❖ Provide written and oral summaries of reports, forums, meetings and hearings.
- ❖ Proofread draft Research Bureau publications for consistency and clarity.
- ❖ Join the rest of our team to make the Research Bureau events a success by welcoming our members and providing other meeting support.
- ❖ Attend issue forums or programs sponsored by other nonprofit organizations, foundations, higher education institutions and the Federal Reserve Bank of Boston.

Qualifications:

- ❖ Working towards a Bachelor's degree in Government, Public Policy, Public Administration, Political Science, Economics or other related field.
- ❖ Experience with research, public policy analysis or equivalent experience, as well as experience with city or town government appreciated.
- ❖ Ability to understand public policy and finance issues and to communicate them effectively to a variety of audiences; familiarity with government stakeholders/processes. Understanding of public policy issues in Boston, such as housing, government finance or education, is a plus.
- ❖ Detail-oriented problem solver with the ability to prioritize multiple projects while maintaining high product quality.

- ❖ Experience gathering, analyzing and presenting data, asking strategic questions and articulating research findings.
- ❖ Ability to exercise discretion and excellent judgment in handling sensitive information.
- ❖ Ability to work exceptionally well individually and on teams.
- ❖ Proficient in Microsoft Office Suite, specifically with Excel, and familiarity with current data management, analysis and presentation best practices.

Pay: \$16 per hour, up to 35 hours per week.

Duration of Internship: Beginning of June through end of August (flexible start and end date), with the opportunity to extend to December as a part time employee. We do have half-day Fridays from July through Labor Day.

About the Boston Municipal Research Bureau

The Boston Municipal Research Bureau, established in 1932, is a nonprofit, non-partisan, member-supported research organization whose expertise, objective analysis and recommendations help shape the direction of public policy over a wide range of city issues, with a focus on more efficient, effective and responsible government for the City of Boston. The Research Bureau's research, recommendations, public testimony and coverage in the media have led to sound policies, new laws and important management improvements for Boston.

The Research Bureau carries out this mission through working relationships with city government leadership, including elected and appointed officials, and partnerships with other nonprofit and business groups and experts, including our Board of Directors consisting of over 60 of Boston's prominent business, education, institutional and civic leaders. With a small staff, the Research Bureau is a collaborative, team-oriented work environment. The Research Bureau does not participate in any political campaign on behalf of or in opposition to any candidate for elective office.

The Research Bureau is an Equal Opportunity Employer.

We are currently working remotely due to COVID, but expect to return to a hybrid mode by the end of spring. The Research Bureau has regular office hours of 9 AM to 5 PM, Monday through Friday. Occasionally the Research Bureau holds events outside of regular office hours, some of which the Research Assistant may be expected to attend.

To apply, please submit letter of interest and resume to Christine Yu, (cyu@bmr.org). Applications will be accepted until a candidate has been selected; they will be reviewed on a rolling basis.