

### ORGANIZATION

The mission of the Analyst Institute is to build Democratic and progressive infrastructure by: conducting large-scale randomized controlled experiments to determine what works in voter communication; sharing best practices among partners, and providing education and training for the progressive data and analytics community. For more information, visit <http://www.AnalystInstitute.org>

Analyst Institute is hiring 2 paid interns this spring. We think of interns as future partners, and whether those relationships will be as co-workers or coalition partners or something else, it's important to us to be investing in our interns' skills and professional development. Analyst Institute is a small organization and interns will work closely with key staff on meaningful and necessary projects. If you are thinking about a career in social justice or politics, the skills, knowledge and connections you build at AI will be a great launching pad for any of your aspirations.

### JOB DESCRIPTIONS

#### Training & Outreach

Conduct and oversee political research, collecting information for and maintaining elections, contact and project databases and calendars. Compile experimental data to illuminate best practices in the field. Participate in meetings that determine outreach strategy and research impact. Assist with and attend presentations of cutting-edge research, meetings with partners, and community events. Help translate academic and research papers into digestible and useful content for political operatives. Along with other AI staff, cover miscellaneous tasks as needed.

#### Analytics

Develop and analyze data, analyze past projects and test hypotheses against existing data. Help compile and distribute weekly a newsletter of interest for the progressive community, compiling and writing summaries of quantitative social science research. Collect, organize and document publicly available election data. Assist with and attend presentations of cutting-edge research, meetings with partners and community events. Along with other AI staff, cover miscellaneous tasks as needed.

### QUALIFICATIONS

We're looking for people who are smart, strategic, self-motivated, equipped with a strong problem-solving ethic, and committed to AI's mission of building progressive infrastructure. We value diversity in thought, background and experience and we're an equal opportunity employer; people of color, people with disabilities, women, and LGBT candidates are strongly encouraged to apply. Interns should have some or all of the following traits and skills:

- Campaign volunteer or staff experience
- The ability to comprehend and engage with quantitative social science research
- Excellent writing skills
- Fluency and speed in internet research and office software – documents, spreadsheets, web tools
- Basic familiarity with statistical software (Stata preferred, R also OK).

### LOGISTICS

**Location:** Washington D.C., McPherson Square.

**Compensation:** \$12/hour.

**Term:** Commitment of at least 10 weeks, 8-10 hours a week.

**To Apply:** Send an email with "Internship" in the subject line, a cover letter as the body of the email, and your resume attached to [kpoindexter@analystinstitute.org](mailto:kpoindexter@analystinstitute.org). Use the cover letter to indicate which position interests you more. Include contact information for two-three references. We will ask you to complete at least one task to assess your skills, conduct interviews, and make decisions by the end of January.