



RHODE ISLAND KIDS COUNT
ONE UNION STATION
PROVIDENCE, RHODE ISLAND 02903
401/351-9400 • 401/351-1758 (FAX)

Rhode Island KIDS COUNT

Position Description: Student Intern

Rhode Island KIDS COUNT is an independent non-profit children's policy and advocacy organization that provides information on child well-being, stimulates dialogue on children's issues, and promotes accountability and action to improve the health, education, safety, and economic security of Rhode Island's children.

Position Description:

Rhode Island KIDS COUNT provides ongoing supervision and support of interns so that they can use existing skills and develop new skills. Student interns have responsibility for specific projects and also participate in the day-to-day operations of the organization, including attending meetings with state and community partners, assisting with policy and communications work, and providing administrative support. Student interns at Rhode Island KIDS COUNT are given the opportunity to learn about and participate in policy analysis, research, writing, and advocacy on a range of issues that affect child well-being, including education, child welfare, health, economic security, and poverty.

Responsibilities may include:

- * Write, research, and analyze information and data to support various projects, including the annual *Factbook*, *Issue Briefs*, and other publications (see more about these publications at www.rikidscount.org).
- * Conduct research and literature reviews on a variety of topics.
- * Assist with development of data presentations and website content.
- * Fact-check publications and presentations.
- * Accompany staff to meetings, hearings, and other policy-related events.
- * Assist in planning and implementation of organizational events such as policy roundtables and community presentations.
- * Provide administrative support as needed, including copying, filing, meeting support (registration/note-taking), and mailings.
- * Special projects as needed.

Skills Required:

- * Passion about issues affecting children and families in Rhode Island.
- * Excellent writing and organizational skills, as well as basic math proficiency.
- * Proficiency with Microsoft Word, Excel, and Power Point.
- * Flexibility, dependability, and enthusiasm.
- * Applicants must be Juniors, Seniors, or Graduate Students.

Hours, Rates, and Academic Credit:

A minimum of 15 hours per week is required during the school year and a minimum of 20 hours per week is generally required in the summer. Most positions are taken for academic credit, although we may have some paid internships available.

Timeframe:

Rhode Island KIDS COUNT generally seeks two interns for the fall and/or spring semesters and one intern for the summer. Fall interns are generally hired in late summer/early fall (August/early September), spring interns are generally hired before the December winter break, and summer interns are generally hired in late April/early May. Interns may apply for one or two semesters. Full academic year internships (both fall and spring semesters) are available and preferred.

To apply, please send cover letter/email, resume, and writing sample to:

Rhode Island KIDS COUNT
rikids@rikidscount.org (email preferred)
One Union Station, Providence RI 02903
www.rikidscount.org