

# Pioneer Institute's Roger Perry Internship Program

## About Pioneer

Pioneer Institute is an independent non-partisan privately funded research organization that seeks to improve the quality of life in Massachusetts through civic discourse and intellectually rigorous, data-driven public policy solutions based on free market principles, individual liberty and responsibility, and the ideal of effective, limited and accountable government. Our main policy focuses are first and foremost on education, as well as healthcare, better government and economic opportunity for all. We are a resource for the public, legislators on Beacon Hill and staff in the State's executive offices and attract more media coverage than any other research institute in Massachusetts.

## The Roger Perry Internship Program

Pioneer has established the Roger Perry Internship Program to support undergraduate and graduate-level students who seek opportunities to enhance their educational experience with practical training in an energetic and creative public policy environment. In providing students a foundation of knowledge in research, fundraising and communications and marketing, we aim to build the next generation of policy leaders who will bring innovations to both government and the private sector.

Four interns will be selected to assist Pioneer in three areas of the organization's operation: government transparency, communications and development. In addition to hands-on experience on various projects and programs, students will also have an opportunity to work alongside Roger Perry, a senior member of Pioneer's team, who will provide guidance and share his experiences, work ethic, wisdom and dedication to Pioneer. Additionally, Pioneer will provide opportunities for interns to meet with members of our staff and Board of Directors who will provide insight and commentary regarding their own professional careers. This programming will accompany opportunities to attend a number of local policy-related events, including lectures from government officials, tours of local historical landmarks and outings to museums with relevant exhibits.

Each intern will have a schedule of two full-time days per week. The internships will commence in mid-late May and continue until the end of July/early August—a duration of 10-weeks. At the conclusion of the internship, Pioneer will host an appreciation luncheon with Roger Perry, after which interns will be asked to pen a letter articulating what they gained through this 10-week experience.

## Government Transparency Internship (2 openings)

### *Description*

In this role, the intern will learn about and be trained to use Pioneer's Transparency Tools ([MassOpenBooks.org](http://MassOpenBooks.org), [MassReportCards.com](http://MassReportCards.com), [MassAnalysis.com](http://MassAnalysis.com), and [MassPensions.org](http://MassPensions.org)) to uncover leads for stories and work with senior staff to generate ideas for public records requests. Throughout the internship, the intern will learn and develop hands-on experience in:

- Reviewing and evaluating data in order to identify pertinent facts and details;
- Writing and editing findings for publication or blog posting;
- Determining a story's emphasis, length, and format, and organize material.

### *Requirements*

The ideal candidate will be a college junior or senior majoring in political science, journalism, economics or communications. Applications from all majors will be accepted, but the following characteristics will help the intern maximize his or her educational experience at Pioneer Institute:

- Knowledge of MS Word, Excel and Outlook;
- Ability to work closely with staff;
- High motivation and superior problem-solving;
- Availability for two days a week or equivalent.

### **Communications Internship (1 opening)**

#### *Description*

The intern will learn about the organization's communications strategy, including expanding social media presence, e-mail marketing and managing relations with press/media. In addition, the intern will assist with maintaining and improving the Pioneer website. There will be training in e-marketing and opportunities to learn about non-profit marketing strategy more broadly.

#### *Requirements*

The ideal candidate will be a college sophomore, junior or senior in communications, political science, marketing, public policy, economics, communications, media or a related field. Applications from all majors will be accepted, but the following characteristics will help the intern maximize his or her educational experience at Pioneer Institute:

- Proficiency in Microsoft Office;
- Knowledge of social media for promotion purposes;
- Some experience in web design preferred but not necessary;
- High motivation and problem-solving;
- Availability for at least two days a week (willing to be flexible with schedule).

### **Development Internship (1 opening)**

#### *Description*

The intern will assist our development team in a variety of roles, including:

- Maintaining donor databases;
- Updating social media platforms;
- Conducting donor research and assisting with identification of prospects;
- Performing outreach telephone calls;
- Providing administrative support to development staff as needed.

#### *Requirements*

The ideal candidate will be a college junior or senior with a major in political science, journalism, economics or communications. Applications from all majors will be accepted, but the following characteristics will help the intern maximize his or her educational experience at Pioneer Institute:

- Interest in fundraising or non-profit administration;
- Familiarity with social media platforms and internet research functions;
- Exceptional phone manner and comfort with making calls;
- Proficiency in Excel.

### **Length of Internship**

As expressed above, all internships will start in mid-late May and will continue until the end of July or early August (10-weeks). Interns will be expected to commit to the equivalent of two full-time days per week.

**Compensation**

Compensation: Pioneer will provide each intern a stipend of \$2000 upon successful completion of the internship.

**How to apply**

To apply, please forward a resume and a cover letter specifying the role for which you seek consideration to Matt Blackbourn ([matt@pioneerinstitute.org](mailto:matt@pioneerinstitute.org)). Please also ensure to include in your cover letter details regarding your interest in Pioneer and what you would gain from your experience with the organization.

The deadline for submission of all materials is Friday March 16, 2018, by the close of business.

For any questions or additional information, please contact Matt Blackbourn at [matt@pioneerinstitute.org](mailto:matt@pioneerinstitute.org).