



MASSACHUSETTS BUDGET AND POLICY CENTER
1 STATE STREET, SUITE 1250 | BOSTON, MA 02109 | (617) 426-1228

Massachusetts Budget and Policy Center Internship Program

[Massachusetts Budget and Policy Center](#) (MassBudget) wants to contribute to the development and professionalization of college and graduate school students interested in pursuing careers in organizations such as ours. Our work is driven by strong social justice values and we are committed to producing rigorous research and analysis, advancing equitable policy solutions, advocating for vulnerable populations, and creating and fostering inclusive communities. Therefore, MassBudget Internship Program aims to provide students with a comprehensive work experience enhancing their academic and professional development.

Purpose of the MassBudget Internship Program

This competitive hybrid internship program offers undergraduate and graduate students a structured learning experience where interns gain practical and relevant work experience related to their field of study or academic program. The program enables students to apply knowledge acquired in the classroom while exploring potential careers in social justice driven organizations. This opportunity will also give students the ability to develop professional skills while being supervised by experienced professionals in research, policy analysis, administration and management, communications and public relations, advocacy, and Delivering on Equity.

Objectives of the MassBudget Internship Program

- Expose interns to careers in nonprofit organizations
- Provide opportunity for interns to use and apply their coursework knowledge in a real professional scenario
- Support students as they develop new occupational skills in a professional setting
- Acquaint interns with the benefits and opportunities of working in a social justice and equity driven nonprofit organization
- Learn first-hand from experienced and highly competent professionals about the work done in MassBudget's administrative and programmatic areas

Learning and Professional Outcomes

Upon successful completion of the program, the intern will be able to:

- Present on MassBudget's work and its impact on vulnerable populations
- Be able to clearly articulate the intersection between research, policy, and advocacy

- Understand and explain the Massachusetts Budget cycle
 - Acquire relevant work experience related to their career interest
- **Research and policy analysis** - This department analyzes data and policy to improve understanding of societal problems and connect to state and local solutions. Sometimes this involves cutting edge research and data collection, and other times the challenge is explaining and synthesizing existing research with a Massachusetts context in a way that is accessible to ordinary readers. The work takes the form of research reports, memos to policy makers and activists, presentations to law makers and advocates, and interactive tools hosted on our website. Intern activities may include:
 - Collecting Massachusetts data on social outcomes and public investments
 - Analyzing public data such as from the U.S. Census department or Massachusetts agencies to determine and document trends and relationships
 - Drafting materials that are components of public reports and memos to public decision makers
 - Researching existing state and local policies
 - Assessing the policies in other states and how they compare to ours
 - Reaching out to public officials to obtain data
 - Creating infographics that portray complex policies and outcomes in ways that are accessible to a broad audience
 - **Communications and public relations** - This department is responsible for enhancing MassBudget's visibility and engagement with external stakeholders, strengthening its reputation by effectively communicating its mission through the work produced by the organization. It is also charged with coordinating all external-facing activities including staff presentations and participation in events, responding to media inquiries, publishing research papers, and establishing a strong social media presence. Intern activities may include:
 - Content creation for and engagement on MassBudget's social media platforms (Twitter/X, BlueSky and LinkedIn)
 - Supporting MassBudget's response to media inquiries
 - Supporting communications systems including database management (NEON), email content creation, website (Wordpress) and tracking of events, presentations and other engagements
 - Drafting content to support research products and broader organizational messaging
 - **Administration and management** - This department articulates the organization mission and business decisions. It is critically important for the organization to be effective, efficient, and be financially stable so the mission can be carried out and employees feel supported. The work in this department covers many functional areas, including financial analysis and budgeting, accounting, banking and investments, human

resources, development and advancement, operations, technology, facilities, and Board of Directors management. Intern activities may include:

- Assisting with event conceptualization, planning, and execution
 - Researching human resources, legal, and operations best practices for internal administrative and managerial policy creation and improvement
 - Financial forecasting
 - Systems planning and integration
- **Advocacy** - We use our policy analysis and research alongside input from our grassroots and community partners to engage in effective and targeted advocacy. In collaboration with partners and coalitions, we participate in legislative, budget and administrative advocacy to bring about racial and economic justice. This can include lobbying legislators for additional funding for key programs and pushing for policies that create equity including more affordable housing, transportation and child care along with additional progressive revenue, advocating with the Administration to take (or not take) a particular action and/or advise them on implementation of a program or policy. Intern activities may include:
- Assisting with drafting testimony or related advocacy materials and creating presentations for different audiences
 - Outreach to legislators and staff in support of our advocacy agenda through emails, calls, and scheduling meetings
 - Support in updating and organizing advocacy related materials, making these resources more accessible and clear for staff use
 - Provide support in planning logistics and engagement strategies for advocacy events in partnership with coalitions
- **Delivering on Equity** - Massbudget serves as an anchor organization and fiscal sponsor of the Delivering on Equity Collective. Comprising 29- grassroots member organizations across Massachusetts, the Collective's mission is to strengthen the everyday Commonwealth resident's voice and decision-making power through education and increased engagement in public budget processes. Intern activities may include:
- learning the fundamentals of grassroots organizing
 - working with partner organizations who are engaging communities in education and advocacy actions
 - attending Collective internal strategy and planning meetings

MassBudget's Commitment to Interns

- Support interns in achieving all MassBudget Internship Program objectives
- Provide a healthy and collaborative working environment
- Expose interns to the full operation of the organization including administrative and programmatic areas
- Provide interns a dedicated working space in the office

- Facilitate shadowing experiences with MassBudget staff within the intern's working group

Internship Sessions

MassBudget will welcome interns three times a year. Interns will typically work up to 15-25 hours per week, depending upon the needs of the organization and the requirements from the individual academic program. Their work schedule as well as the presence of the intern in the office will be determined by the intern's supervisor and the intern based on the needs of MassBudget and the intern's availability. The following represents a typical internship period, but the timing may be adjusted based on the needs of MassBudget and the requirements of an individual academic program.

- Fall (September 2 - November 21)
- Spring (January 20 - April 17)
- Summer (June 1 - August 15)
- Academic Year (September 2 - April 17)

The stated internship period does not constitute guaranteed employment or a contract; these positions are at-will. Additionally, there is no guarantee of future employment after the internship period ends.

Application requirements

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- The candidate must be 18 years old or older by the start of the internship period.
- Current enrollment in an undergraduate or graduate program in a higher education institution
- Internship application
- Resume
- 500 word essay (prompt will be provided in the application form) / or video submission
- Interview

Compensation

MassBudget believes in fairly compensating its interns; though, it has limited funds to provide direct compensation. MassBudget will look to partner with college or university programs that will provide some type of compensation to the intern (stipend, salary, course credit, or scholarship) throughout the program.