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Job Title	Policy Internship
PVN ID	VB-2503-006740
Category	Research
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State and Local Gover
Status	Full Time
Hourly Rate	\$20.00-\$25.00
Hour(s) a Week	35
Closing Date	Mar 31, 2025 (Or Until Filled)

## General Description

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### CUNY Institute for State and Local Governance (ISLG): About Us

The CUNY Institute for State and Local Governance has a mission to improve the financing, delivery, and measurement of critical public services through research, technical assistance, and education. We lead projects aimed at reforming the criminal justice system, measuring urban inequality, expanding the reach of social service providers, and more. Each project has a dedicated team of research and policy experts who collaborate closely with internal and external organizations. ?For more information about ISLG, please visit [www.islg.cuny.edu](http://www.islg.cuny.edu).

### Our Goals for Diversity and Inclusion

We strive to foster an office environment and an approach to work that welcomes and respects different perspectives, backgrounds, and life experiences. We are working towards our goal of recruiting and retaining staff, interns and advisory group members who are diverse in terms of race, national origin, sexual orientation, gender identity or expression, age, religion, veteran status, socioeconomic status, disability, and justice system involvement.

### Who we are looking for

ISLG is recruiting up to **four (4) CUNY undergraduate and/or graduate student interns** to work on a variety of projects, spanning a range of policy areas, including:

- **Grassroots Policy Incubator Project** – ISLG, along with NYC Mayor’s Office for Economic Opportunity, (NYCO), is implementing an innovative 7-month participatory policy incubation pilot in partnership with three grassroots organizations. ISLG and NYCO will support grassroots partners in diagnosing and developing a solution for a policy problem that affects NYC communities. Interns will support the incubation community, facilitate relationship building, provide logistical and administrative support to the project, conduct literature reviews/research if needed, and support the development of the policy solution.

- **Community-Based Restorative Justice** – ISLG is managing the Community-Based Restorative Justice Grant program (CBRJ), on behalf of the Mayor’s Office of Criminal Justice. This program aims to incorporate or expand restorative practices and approaches in New York City. Through this initiative 16 organizations have been funded to already perform restorative justice work or to incorporate restorative justice practices into their work. Interns will participate in team meetings and meetings with grantees, take notes, and work on comms i.e., blogs and grantee spotlights.
- **Education and Leadership-** Developing materials used to support elected officials and their chiefs of staff who participate in the Lindsay and Kriegel fellowship programs. Interns will support this program by conducting outreach to electeds’ offices, developing materials for the 2 fellowship programs, and designing the infrastructure needed to share resources and award microcredentials. Interns may also support the development of an additional fellowship program focused on civic engagement.
- **Gender Based Violence Projects:** One of the projects in ISLG’s gender-based violence portfolio is the Criminalized Survivor Project. This is a participatory initiative aimed at documenting the barriers faced by GBV survivors who have experienced arrest, indictment, incarceration, or other interactions with the criminal legal system. For this project, ISLG assembled a working group of GBV- and/or system-impacted leaders, who partnered with ISLG to implement each phase of the work. The policy intern will participate in team meetings, help transcribe interviews, and review data.

The core of this internship is creating community and peer-to-peer learning among ISLG interns; to foster community we will have bi-weekly in-person convenings that will cover a range of topics such as relationship building, project management, participatory policy making, etc.

We are hiring interns to work at ISLG from June 2nd to August 1st. Interns will have a hybrid work schedule and report to a designated ISLG staff member. Interns will work on a range of tasks within the projects listed above as well as others not listed here. Interns may work on one or more of the project areas above, as well as other projects. Tasks that the interns *may* be responsible for include:

- Taking notes at meetings
- Providing coordination support for scheduling meetings with partners
- Assisting in the preparation of materials for meetings, policy briefs, blogs and other communications
- Other tasks as needed to support ISLG’s work

## Other Duties

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## Qualifications

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**We would love to hear from you, if you are/have:**

- Ability to commit to a consistent schedule of approximately 35 hours per week for the internship period (i.e., June 2– August 1)
- Ability to peer-to-peer credentialed in-person weekly sessions on Wednesday’s from 9:00am-11:00am
- Personal, professional, or academic knowledge of any of the following fields: gender-based violence, criminal legal reform, police reform, peer leadership development, restorative justice, community engagement, youth development, and violence intervention
- Excellent time management skills and experience working in deadline-driven environments

- Ability to write and present in an articulate, structured, and compelling manner
- Ability to prioritize and work on a number of tasks simultaneously
- Flexibility about projects and workflow
- Passion about equitable state and local policy solutions to pressing social issues
- Experience in participatory action research and/or other community engagement approaches a plus
- Fluency in a language other than English is a plus

ISLG is open to flexibility on the requirements above, but we would expect candidates to fit most of the items described.

### **How to Apply**

To apply for an internship, you will need to submit a cover letter describing your qualifications and interests and attach your curriculum vitae. Additionally, we ask that candidates submit the following materials:

1. A cover letter that includes your area(s) of interest, how you hope to contribute to ISLG's mission, and your proposed start and end dates and work schedule. (1 page limit)
2. A resume or curriculum vitae. (1 page limit)
3. The contact information for 2 references (preferably professors or former supervisors of employment relating to the work of ISLG).
4. Unofficial transcripts (Strongly Recommended).

All application documents must be in English and submitted in a single PDF to [info@islg.cuny.edu](mailto:info@islg.cuny.edu) by the deadline listed below. Please use the subject line "**Summer Intern Policy Application.**" Incomplete application packets will not be considered.

**Application deadline will be on March 31.**