

# Public Policy Intern

---

The Municipal Research & Services Center (MRSC) is seeking one to two Public Policy Interns for work this summer. MRSC is a nonprofit organization dedicated to proactively supporting the success of local governments state-wide by providing collaborative consultation and immediate access to a vast research and knowledge base. For more information on MRSC, visit [mrsc.org](https://mrsc.org).

This position is based in Seattle with the option of up to 100% remote work from a home office within Washington State, with the exception of quarterly team-building events.

**PRINCIPAL DUTIES.** The Public Policy Intern will obtain hands-on experience working directly with MRSC policy staff to research and respond to emerging issues affecting Washington's 39 counties, 281 cities and towns, and hundreds of special purpose districts. These issues span a diverse range of practice areas, including but not limited to:

- Climate action
- Affordable housing
- Homelessness
- Planning
- Land use
- Downtown revitalization
- Contracting and procurement
- Finance
- General municipal governance

Although we make every effort to accommodate personal interests, the Public Policy Intern will be asked to perform research in a wide variety of subject areas and may have the opportunity to respond directly to public officials and employees across the state. The intern may also be asked to help develop aspects of training programs sponsored by MRSC, including webinars, blog posts, presentations, and publications on a variety of local government issues.

**TIMELINE.** Preferred applicants are available to work 36-40 hours per week but must be available at least 20 hours per week during the summer, starting in early July 2023. While the term of this internship is currently through the end of September, there may be a possibility of having it continue on a part-time basis through the 2023-24 academic school year.

**REQUIRED QUALIFICATIONS.** The ideal candidate will demonstrate strong research and writing skills, a nimble mind, a commitment to public service, and an interest in local government.

**COMPENSATION.** The salary range is \$21-\$25/hour, depending on qualifications and experience.

**ABOUT MRSC.** MRSC is a private nonprofit organization devoted to empowering local governments in Washington State to better serve their communities. We support effective local government through trusted consultation, research, training, and collaboration. We have an outstanding reputation for providing reliable, non-partisan, trustworthy advice and information. We answer questions, collaborate with partner organizations, convene stakeholders, and disseminate information on featured practices and emerging issues. Learn more at [mrsc.org](https://mrsc.org).

**MRSC's TEAM.** Our 26-person team includes attorneys, policy experts in the fields of planning, community development, finance, contracting and procurement, communications specialists, program and accounting administrators, and information technology staff. We work in a team-oriented, collaborative basis. [MRSC's Guiding Values and Principles](#).



**INCLUSION.** Our mission is best advanced by the leadership and contributions of individuals of diverse backgrounds, beliefs, and culture. We encourage applicants from all cultures, races, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, caste, or other characteristics protected by state or federal law or local ordinance.

**TO APPLY.** Submit the following materials in PDF format to Aimy Enriquez at [aenriquez@mrsc.org](mailto:aenriquez@mrsc.org) by 4:00 p.m. PDT, Monday, June 5:

1. Cover letter;
2. Resume; and
3. Short writing sample.

MRSC is committed to providing access and reasonable accommodation in its services, programs, activities, and employment for individuals with disabilities. To request disability accommodation in the application process, contact Aimy Enriquez, HR Coordinator at [aenriquez@mrsc.org](mailto:aenriquez@mrsc.org) or 206-625-1300 x125.