



Graduate-Level Student Policy Internship Summer 2018

Commonwise is building a sustainable, equitable, and democratic Bronx economy that creates shared wealth and ownership for low-income people of color. We are doing this by developing a network of diverse partners and community enterprises—known as the Bronx Community Enterprise Network—which currently includes four major projects:

- A Policy and Planning Lab, a center for economic democracy planning and policy development—by, with, and for the Bronx
- The BronXchange, an online marketplace that connects Bronx institutions and nonprofits with high-road, local businesses in order to localize purchasing and build community wealth
- The Bronx Innovation Factory is digital fabrication center and business incubator focused on expanding local production capacity in the Bronx to support advanced manufacturing businesses with shared ownership models
- An Economic Democracy Learning Center, which prepares current and future partners to participate and lead the network; cultivates a culture rooted in economic democracy principles; and advances the collective understanding and knowledge of economic democracy based on experiences in the Bronx and from around the world

Job Title: Policy Intern

Background: Commonwise is seeking a Policy intern with strong research, policy development, and stakeholder engagement skills to work as part of a team supporting a cohort of New York elected officials of color from the Bronx and Brooklyn, who are 2018 MIT Community Innovators Lab (MIT CoLab) Mel King Community Fellows. The Policy intern will work in close coordination with MIT CoLab staff and Mel King Community Fellows' support staff in the Bronx and Brooklyn.

The 2018 Mel King Community Fellows are collaborating to establish a vision and strategic action plan for equitable and democratically driven economic development for communities of color across the two boroughs.

Responsibilities:

- Coordinate local stakeholders to organize and conduct policy development
- Support citywide stakeholder engagement and follow-up
- Develop and schedule stakeholder convenings, Policy Deep Dives, and other meetings and briefings
- Synthesize relevant legislative and budget precedents and agendas at the city and state levels
- Conduct research and draft reports, memos, white papers, and other communications
- Support Mel King Community Fellowship research and policy committee

**Required Skills and Experience:**

- Current graduate students in urban planning, public policy, political science, or other relevant fields preferred
- Excellent written and verbal communication skills
- Interest in housing, cooperative development, economic democracy
- Ability to multi-task with attention to detail

Preferred Skills and Experience:

- One to two years of experience working in public policy, urban studies and planning, housing and real estate development, or with government, in a legislative affairs, public affairs, or organizing capacity
- Experience working in New York City political settings
- Experience working with quantitative data analysis for policy, including Excel

This is a full-time, hourly paid position for 8-10 weeks during summer 2018. The candidate will work closely with staff from Commonwise and its partner, MIT CoLab, and must be based in New York City or be willing to relocate for the duration of the position.

Compensation: \$19.50/hour.

Application Process: To apply for this position, send a resume, cover letter, and examples of relevant work, including writing samples and formatted reports, to jobs@commonwise.nyc with "Policy Intern" in the subject line. Applications are due on May 23, 2018.

People of color, people with disabilities, women, and LGBTQ candidates are strongly encouraged to apply. We are committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities.

CommonWise Education is an equal opportunity employer and prohibits discriminatory employment actions and treatment against employees and applicants for employment based on actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, past incarceration, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by law, as is harassment based on any of the above-protected categories.