

New Intern Application



The National Center for Policy Analysis (NCPA), a Dallas-based public policy research institute, or "think tank," seeks applicants for its internship program.

The NCPA internship program offers real-world work experience in the non-profit public policy arena. The program provides the opportunity for students to gain hands-on experience at a research organization and work directly with NCPA's senior staff at all levels of operations. Applicants must demonstrate strong writing skills, analytical abilities and an understanding and interest in free-market policies, as well as the willingness to engage in administrative projects.

Internships are available in many departments: policy, communications, events, fundraising, and IT.

The best candidates will look for new challenges and responsibilities rather than waiting for them to be assigned. These skills are necessary because NCPA interns are an integral part of our operation and are called upon to write, edit and develop new ideas like other members of the staff.

NCPA internships are available during the fall, summer and spring for undergraduate and graduate students; though post-graduates are also encouraged to apply. Internship positions are located in NCPA's Dallas headquarters. Internships are for one semester and typically require 20 to 30 hours of work per week. These positions are unpaid, but school credit is available (where allowed by the university).

Application Deadlines:

- Summer session (May/June-August)- **April 1**
- Fall session (August/September-December)- **July 1**
- Spring session (January-May)- **November 1**

To apply, please complete the application form below and submit:

1. A resume.
2. A short writing sample.
3. 2 letters of recommendation.

Submit your completed application package by the appropriate deadline to:

Rachel Stevens, NCPA Director of Youth Programs

rachel.stevens@ncpa.org -or- 14180 Dallas Parkway, Suite 350 Dallas, TX 75254

I am applying for (*select all that apply*):

- Summer
- Fall
- Spring

I am interested in internships in the following departments (*select all that apply*):

- Policy Analysis
 - Media/Communications/PR
 - Event Planning & Management
 - Business Development & Fundraising
 - Graphic Design
 - Information Technology
-

Contact Information (*If selected, this information will be used to complete a criminal background check*):

First Name

Last Name

Street address

Ste/Apt Number

City

State

Zip code

Phone number

Email Address

Race:

Date of Birth:

Sex: Male
 Female

Academic Information

Name of College/University:

Expected graduation date:

Major(s):

GPA:

Skills/Interests

Please provide a list of **any/all publications** you have ever written for, including links where appropriate:

Please list **any/all past or present volunteer work** you have participated in:

Current Occupation:

Employer:

Hobbies:

How did you hear about the NCPA?:

NCPA web site

In the news

Debate Central

NCPA event

Other

Why do you wish to work for the NCPA?:

Why do you believe you are an excellent candidate for this program?:

Please describe your political philosophy, including what you see as the proper role of government. Feel free to reference people or books that have been influential to your ideas:

Days/Times you are available
(*check all that apply*):

Monday morning
Monday afternoon
Tuesday morning
Tuesday afternoon
Wednesday morning
Wednesday afternoon
Thursday morning
Thursday afternoon
Friday morning
Friday afternoon
Weekends/evenings

Please list your usernames for **social media accounts**, such as Facebook, Twitter, Instagram, etc.

I certify that the information contained in this application and supporting materials is correct to the best of my knowledge. I understand the NCPA will conduct a thorough background investigation that may include an interview by an NCPA employee, criminal history information, and/or review of online presence, employment history, and/or personal references. **Please sign/type your name and today's date below.**

The NCPA does not discriminate because of age, race, national origin, gender or sexual preference. All volunteers are judged solely on competence to perform the job, reliability and conforming to NCPA's policies and procedures. The NCPA reserves the right to deny any applicant. The NCPA is a 501(c)(3) nonprofit, nonpartisan public policy research organization. We depend solely on contributions from concerned individuals, corporations and foundations. We accept no government grants.

**Please email your completed application to rachel.stevens@ncpa.org or you may mail it to:
National Center for Policy Analysis
Attn: Rachel Stevens
14180 Dallas Parkway Ste 350
Dallas, TX 75254**