About Let’s Grow Kids
Let’s Grow Kids (LGK) is a nonprofit organization whose mission is to ensure affordable access to high-quality child care for all Vermont families by 2025.

To accomplish this goal, LGK combines child care quality improvement and capacity building with public awareness of, and political will-building for, affordable access to high-quality child care. We nurture partnerships and support community-informed collaborations. We believe philanthropy can catalyze a movement and leverage public investment to address this large-scale social challenge, and we have effectively employed these strategies at the local level community-by-community to achieve statewide results. Our vision is that Vermont is the best place to be a child, to raise a family, to make a living and to build community, because Vermont invests in its kids.

Our culture is guided by these core values:

- **Commitment to Children**: We believe that investing in the wellbeing of children birth to five is a catalyst for positive social change.
- **Inclusion**: We are building an organization, movement and system that promote equity and diversity.
- **Collaboration**: We support each other and our partners to realize shared success.
- **Agility**: We adapt readily to our environment to ensure we’re in the best position to achieve our goals.
- **Strategy**: We take a focused, coordinated, data-driven approach to achieving our goals.
- **Transparency**: We are intentional about sharing clear and timely information about our work, priorities, mission, and values.

Our Commitment to Anti-Racism
We commit our organization, our movement, and ourselves to being anti-racist in all aspects of our work, to use our platform to raise Black voices, and to create an equitable early care and education system that advances racial justice for the next generation of Vermonters. We commit to listen actively, to learn openly, and to examine and question our privilege and tolerance of systemic racism, in order to disrupt structures of oppression.

Role of the Policy & Research Intern
LGK believes that internships provide a valuable mix of learning experiences and professional development for the intern and a new perspective and an opportunity for growth for our organization. The Policy & Research Intern will work closely with the policy team to conduct public policy analysis and research on issues related to early care and education. For this position, we seek an individual with an interest in public policy and data analysis. Based on skill level, the Policy & Research Intern will leave the internship with new or enhanced policy analysis skills, research skills, writing samples, and a strong understanding of early care and education policies in Vermont.

As a member of the policy team, the Policy & Research Intern will participate in policy team meetings, strategy discussions, and team planning as scheduling allows.

The Policy & Research intern reports to the Policy & Research Director.
Responsibilities
The position responsibilities include:

- Identifying, analyzing, and summarizing research and information on early care and education policies and practices at the local, state, regional, national, and international level
- Supporting data collection, cleaning, and analysis for research projects
- Fact checking documents, and compiling information resources for future reference
- Data entry
- Contributing to the development of organizational reports, memos, policy briefs, and resources
- Developing charts, graphs, tables, and other data visualizations
- Additional duties, as assigned

Qualifications
A well-qualified candidate will possess the following:

- Completion of at least one undergraduate- or graduate-level course in data analysis or equivalent experience.
- Completion of at least one undergraduate- or graduate-level course in public policy analysis or equivalent experience.
- Experience using a variety of tools (JSTOR, internet searches, etc.) to find information on a topic.
- Demonstrated ability to work well under pressure and manage work with shifting priorities and tight deadlines.
- Excellent verbal and written communication skills.
- Strong computer skills, including proficiency in Microsoft Word and Excel.
- Willingness to learn new technology tools quickly, including Slack and Zoom to support remote-based work.

Location & Time Commitment
This is a remote-based position from September 2020 through May or June 2021. The work schedule is flexible, and an intern is expected to make a commitment of 10-20 hours per week. If an intern wishes to participate in policy team meetings, some availability between 9:00 AM and 4:30 PM ET is recommended. No travel is anticipated with this position and physical requirements are minimal.

Compensation
The Policy & Research intern will be paid $15 per hour. Technology resources may be provided for the duration of the internship if needed. For current students, course credit may be arranged if available through your school.

To Apply
Please send your résumé, a 1–2 page writing sample, and a cover letter (including your interest and/or commitment to LGK’s mission and the core values that guide our work) to Helen at helen@letsgrowkids.org or via mail to Let’s Grow Kids, 19 Marble Ave, Suite 4, Burlington, VT 05401. The deadline to apply is Friday, September 18, 2020. The desired start date is September 28, 2020. This position is for qualified individuals who are able to work within the United States.

Let’s Grow Kids is an equal opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability or any other legally protected status as defined and require by state and federal laws.