



Founded in 1974, cdc b | come dream. come build provides safe, sanitary affordable housing to the citizens of South Texas, and is one of the largest non-profit producers of single-family housing for homeownership in Texas. cdc b is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across South Texas through quality education, model financing, efficient home design, and superior construction.

During the fall of 2020, cdc b launched people. policy. power. “p3” to inform the development of equitable local, state and federal policies that will enable low- and moderate-income individuals and people of color to successfully navigate an increasingly complicated financial marketplace and claim their part of the American Dream. cdc b’s hyper-attention on individual PEOPLE has given us the deep understanding of the big picture changes needed in local, state and federal legislation, rule-making and funding POLICY in order to increase the POWER to elevate our region out of Persistent Poverty.

Position: Policy Analyst and Research Intern

15 - 20 Hours Weekly, January 11, 2021 – May 28, 2021

The Policy Analyst and Research Intern candidate should have excellent communication and research skills, the ability to balance multiple projects and a desire to produce original work. The Internship is a paid part-time position with a flexible schedule of 15-20 hours per week. Interns will have the opportunity to conduct primary quantitative and qualitative data collection, analysis and publish results. This work will directly influence the development of local, state and federal policies to improve the financial security of low- and moderate-income households. Specific responsibilities include:

- Research content to develop issue area fact sheets, blog posts, and op-eds
- Collaborate with internal and external stakeholders to build a network of cdc b P3 partners
- Assist in tasks related to event planning and execution, including organizing webinars and policy roundtables
- Other duties as assigned

A successful candidate will possess the following skills and/or attributes:

- Currently pursuing a graduate or undergraduate degree in relevant field such as Public Policy, Economics, Sociology, Finance or Social Work
- Ability to make a 20-week commitment
- Capable of working remotely with a high degree of productivity
- Excellent attention to detail; ability to cross-check multiple sets of data
- Self-starter and solution oriented

Interested candidates should apply with their resume, cover letter and one writing samples to zdiaz@cdc b.org by December 20, 2020. All interviews will be conducted remotely.

www.cdc b.org

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