POSITION 4: POLICY RESEARCH INTERN

Position Overview

The Policy Research Intern conducts in-depth analysis of criminal justice policies, housing regulations, and civic engagement barriers to inform TXFPF's advocacy strategy and program development. This role supports evidence-based policy recommendations to elected officials, builds the intellectual foundation for the Bridge Forward Initiative, and contributes to grant proposals and white papers.

Primary Responsibilities

Legislative & Policy Analysis (40%)

- **Track Texas legislative session bills related to criminal justice reform, voting rights, and tenant protections**

- **Analyze Harris County policies on eviction procedures and court processes**

- **Research eligibility criteria and application processes for federal reentry grants**

- **Study New Markets Tax Credits and community development financing mechanisms**

- **Compare Texas reentry policies to national models and best practices**

- **Examine record sealing laws and barriers to expungement for non-violent offenses**

Program Research & Development (30%)

- **Research successful reentry programs nationwide (CrossWalk Center, AMMA, Fortune Society, etc.)**

- **Identify service gaps in Harris County reentry ecosystem**

- **Investigate co-located service models and wraparound support structures**

- **Research Benefits Identification Bureau frameworks and SSI/SSDI advocacy programs**

- **Study vocational training programs effective for justice-impacted populations**

- **Examine housing-first models for formerly incarcerated individuals**

Writing & Documentation (20%)

- **Draft policy briefs on criminal justice and housing issues**

- **Prepare legislative fact sheets for advocacy campaigns**

- **Contribute to grant proposals with research and citations**

- **Write white papers on systemic inequities in Harris County justice system**

- **Create literature reviews on evidence-based reentry interventions**

- **Document findings in accessible formats for community education**

Stakeholder Research (10%)

- **Identify potential funding sources (foundations, federal grants, corporate partners)**

- **Research TDCJ partnerships and state agency collaboration opportunities**

- **Map existing service providers and potential Bridge Forward partners**

- **Compile contact information for key policymakers and decision-makers**

Learning Objectives

- **Apply policy analysis frameworks to criminal justice and housing issues**

- **Develop skills in legislative tracking and policy research**

- **Understand nonprofit program development and evaluation**

- **Learn grant writing and funding research strategies**

- **Practice synthesizing complex research for diverse audiences**

- **Analyze intersections of race, poverty, and criminal justice policy**

Required Skills & Qualifications

- **Strong research and analytical skills**

- **Excellent written communication ability**

- **Proficiency with academic databases and online research tools**

- **Ability to synthesize complex information and identify key insights**

- **Understanding of public policy processes**

- **Critical thinking and attention to detail**

- **Familiarity with APA or other citation formats**

Ideal Academic Background

Public Policy, Political Science, Criminal Justice, Law (pre-law), Social Work, Urban Planning, Sociology

Projects & Deliverables

- **Comprehensive policy brief on Texas eviction procedures and reform opportunities**

- **Comparative analysis of national reentry programs with recommendations for Bridge Forward Initiative**

- **Legislative tracking report for 2027 Texas session priorities**

- **Annotated bibliography of evidence-based reentry interventions**

- **Grant prospect research database with 20+ qualified funding opportunities**

Time Commitment: 12-15 hours per week