



Catalyst for Regional Progress

**PVPC**

Timothy W. Brennan, Executive Director

**Position Description  
Regional Information & Policy Center  
Data and Policy Intern  
Fall/Winter 2011**

About PVPC

The Pioneer Valley Planning Commission (PVPC) is the designated regional planning body for the Pioneer Valley region. Its focus is both local – for the good of individual communities – and regional – for the good of the area overall. We are a public agency with a primary responsibility for increasing communication, cooperation, and coordination among all levels of government as well as the private business and civic sectors in order to benefit the region at large and improve its residents' quality of life.

About the Regional Information & Policy Center

The Information and Policy Center collects and analyzes data for all planning sections of the PVPC, with the biggest emphasis tending to focus on economic development and sustainable land use planning projects. This section also provides data and technical assistance to the 43 cities and towns in the Pioneer Valley region and periodically works on client based projects for these municipalities as well as non-profit and private organizations with projects ranging from surveys, economic impact analyses, assistance with census data, and collaborative data sharing initiatives.

**Roles and Responsibilities**

The tasks of a data and policy intern will vary depending on the skills and experience of the person hired and the current workload of the department. They are likely to include many of the following:

- ❖ Participate in the collection of data for technical assistance and data requests by municipal officials and local non-profit organizations.
- ❖ Collect data to assist in updating various regional socio-economic and economic development databases.
- ❖ Research, analysis and writing for a topical data report of a topic to be determined.
- ❖ Update data and assist with managing of education data indicators for Springfield-based early education strategy development.
- ❖ Assist with the analysis of a survey related to early education providers in Springfield.
- ❖ Support, as needed, the Regional Information and Policy Center Manager with additional tasks and projects as they arise.

**Learning Opportunities**

- ❖ Gain knowledge and experience with an extensive variety online data sources including many federal and state government databases.
- ❖ Write and learn to present data in a way that is accessible for a variety of audiences.
- ❖ Extract, analyze, and present a range of data sets with different challenges and methods.
- ❖ Significant contributions to the development of publications.
- ❖ Learn firsthand about the functions of a regional planning agency and its roles and interactions with local government.

**Qualifications**

- ❖ Strong analytical capabilities.
- ❖ Experience using Excel.
- ❖ Strong skills in technical writing and the ability to write about data and trends in a clear and concise manner.



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### **Qualifications (continued)**

- ❖ Creativity in presenting information.
- ❖ Experience with Access, PowerPoint, Drupal, or Dreamweaver is preferred but not required.
- ❖ Familiarity with gathering data from government websites (census, employment, housing, etc.) is beneficial but not required.
- ❖ Must be a currently enrolled graduate or undergraduate student.

### **Supervision**

This position is supervised by Molly Goren-Watts, Regional Information & Policy Center Manager.

### **Term and Compensation**

Position is part-time position with some flexibility in the number of hours per week ranging from 8-15 depending on availability and workload.

The position is paid and compensation will be based on experience and available funding.

Position is for the months of September 2014– January 2015. Depending on budget, workload, and intern performance, there is a possibility of continuing this position during the spring semester of 2015.

There are no benefits associated with this position.

### **To apply, please submit cover letter and resume to:**

**Molly Goren-Watts**

[mgoren-watts@pvpc.org](mailto:mgoren-watts@pvpc.org) or

**60 Congress St, Floor 1**

**Springfield, MA 01104-3419**