



Catalyst for Regional Progress

**PVPC**

Timothy W. Brennan, Executive Director

**Position Description  
Regional Information & Policy Center  
Data and Policy Intern  
Spring and Summer 2010**

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 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 preparing for the 2010 census.

**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:

- ❖ Research and writing for a topical data digest to be published by the PVPC.
- ❖ 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.
- ❖ Assist in communication with various public and non-profit leaders to gather information for research on potential regional school district programs.
- ❖ Collect and assist in analyzing data regarding the management of organic waste in parts of the region to help develop a plan for a regional organic waste treatment program.
- ❖ Support, as needed, the Regional Information and Policy Center Manager with additional tasks and projects as they arise.
- ❖ Collect data and assist in formatting in preparation for the region's annual report to the U.S. Economic Development Administration.

**Learning Opportunities**

- ❖ Gain knowledge and experience with an extensive variety online data sources including many federal and state government databases.
- ❖ Write extensively 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 several publications.
- ❖ Learn first hand about the functions of a regional planning agency and its roles and interactions with local government.



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### **Qualifications**

- ❖ Strong analytical capabilities.
- ❖ Strong skills in technical writing and the ability to write about data and trends in a clear and concise manner.
- ❖ Creativity in presenting information.
- ❖ Experience using Excel.
- ❖ Experience with Access, PowerPoint, Dreamweaver, or SPSS is preferred but not required.
- ❖ Familiarity with gathering data from government websites (census, employment, housing, etc.) is beneficial but not required.

### **Supervision**

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

### **Term and Compensation**

Position is part-time position with some flexibility in the number of hours per week and total hours per contract.

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

Position is for the remainder of the spring 2010 semester months (March through May) with a preference that the internship continue through the summer months (June through August).

There are no benefits associated with this position.

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

**Molly Jackson-Watts**

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

**60 Congress St, Floor 1**

**Springfield, MA 01104-3419**