

American Rescue Plan (ARP) Internship

Triangle J Council of Governments
Durham, NC

Be part of a creative team in a dynamic & diverse region

Triangle J Council of Governments (TJCOG) is a member-driven organization providing a platform for collaboration among local governments, stakeholders, and partners in our diverse region of NC. See the kind of work we do [here](#).

TJCOG is seeking an intern to assist with various projects related to the American Rescue Plan (ARP). The selected candidate will work under the guidance of the Data Strategy Coordinator, on projects to support the memberships' administration and expenditure of funds from the American Rescue Plan.

Additional projects could include:

- Developing a database of projects funded by TJCOG members through the American Rescue Plan
- Producing user guides and other support materials related to particular aspects of the American Rescue Plan funding
- Other American Rescue Plan-related projects agreed upon by the candidate and the League.

Internship Learning objectives:

Depending on the nature of the project, the selected candidate will gain experience in skills such as data collection, data analysis, policy research, memo writing, and project management.

This internship is in partnership with the North Carolina League of Municipalities (NCLM) who is also hosting an ARP internship. Interns from both organizations will have the opportunity to collaborate and as appropriate have an opportunity to attend meetings as a representative of TJCOG and interact with local staff and elected officials as a way of gaining familiarity with municipal government.

Required Skills:

This internship would be most appropriate for those currently enrolled in or having recently completed a graduate program in the subject area of: data science, public policy, public administration, urban planning or similar. Experience with data analysis using the Microsoft Office suite, especially Excel, is required. Ability to self-motivate and manage own working hours is required. PowerBI and GIS experience preferred. Experience working with elected and/or appointed government officials is a plus.

Schedule: 15-20 hours per week, with ability to complete majority of hours remotely.

Compensation: \$15-\$20 per hour.

To Apply: Email a cover letter and resume to employment@tjcog.org with the subject ARP Intern. Position is open until filled; **initial review of applications begins December 13, 2021.**