



North Carolina Budget & Tax Center, Research Internship

Priority deadline for applications is **11:59 pm EST on Sunday, March 15**

About the Budget & Tax Center

At the North Carolina Budget & Tax Center (BTC), we envision a state where every person can reach their full potential and achieve well-being through the support of trustworthy, anti-racist institutions and systems that we all participate in building. BTC is a non-partisan organization that provides timely and accessible analysis of the fiscal and economic conditions in communities across the state. Our analysis supports people, organizations, and government in advancing solutions to poverty and pursuing racial equity.

BTC is expanding our emphasis on developing trusting partnerships and lifting up community expertise to identify the issues and solutions we need to prioritize to secure a better North Carolina. Key issue areas that we work on include:

- Bringing greater transparency into the public policy and budgeting process and connecting community leaders and people who have historically been excluded from these processes with opportunities for meaningful input into the policies that affect their lives
- Tax policy that helps us build durable, trustworthy public institutions and asks the very rich and corporations to pay what they owe
- A people-centered economy that uses public policy to create high-quality jobs, eliminate structural barriers faced by people of color, and ensure that economic growth benefits everyone
- A strong social safety net that builds our state's resilience and advances our collective well-being

To learn more about our organization and team, visit <https://ncbudget.org/>

Start date: Start and end dates are flexible, but we anticipate the internship beginning in mid-May.

Time commitment: 10 to 12 weeks, with potential for extension. In general, our team works from 9 a.m. – 5 p.m., Monday through Friday. The work schedule can be flexible to accommodate existing plans like vacations or summer classes.

Compensation: \$22 per hour.

Location: Our office is fully remote, so interns will need their own workspace based in North Carolina. This position will be required to attend occasional in-person events in the Triangle area.

Supervision: This position will be supervised by a Senior Public Policy Analyst.

Equipment: We can provide laptop computers and accessories, or interns can choose to use their own computer. Interns need to have reliable internet access that allows for regular participation in video meetings.

Deadline: Priority deadline for applications is **11:59 pm EST on Sunday, March 15**. This means we'll begin reviewing applications after this date.

Hiring process: We'll hold one round of interviews and will only check references for the final candidate(s). Interviews will take place with the intern supervisor and potentially with one other staff person, and we will inform candidates of the staff they will be interviewing with in advance. We anticipate scheduling interviews the week of March 23 and filling the position by the end of March. We will inform all candidates of their status.

About the position

Intern responsibilities will be shaped by the intern's interests and evolving needs of BTC and our partners. Regardless of the specific projects that summer interns work on, this internship will provide an opportunity to:

- Gain understanding of state-level fiscal and economic policy using a racial and economic equity lens
- Develop connections with staff across BTC and with our non-profit, government, and community partners
- Serve as lead analyst and/or author of at least one published piece, such as a policy brief, memo, data dashboard, or substantive blog post
- Gain insight into non-profit organizational development at a growing organization seeking to incorporate the same values that guide our policy priorities into our internal operations

Specific projects and tasks could include (but aren't limited to):

- Analyzing administrative public benefits data to inform recommendations for improved access
- Conducting a literature review and/or comparative analysis on the failings of tax cuts as an economic development strategy for states
- Contributing to research efforts to answer key questions about the impacts of tax, budget and economic policy on small businesses
- Authoring policy memos and legislative briefs at the request of elected officials and community partners
- Quantitative analysis and data visualization of state revenue and funding for specific policy areas over time
- Building and updating cost estimates of missed opportunities for state investment in the drivers of people's well-being
- Mixed-methods analysis to estimate the effects of various policy proposals on people in North Carolina
- Assisting in the development and organization of relevant literature libraries
- Attending (virtual) legislative meetings and hearings and taking notes to share with our team

What we're looking for

This internship is open to people who are currently enrolled in undergraduate or graduate programs, as well as to people who have recently graduated or who are not currently enrolled in school. Undergraduate applicants must have completed their junior year by the start of the internship. If you're seeking school credit for this internship, we're happy to work with your school as needed.

Values, interests, and work style:

- Strong commitment to economic and racial equity
- Interest in the public policy areas that BTC works on
- Commitment to collaboration with colleagues and partner organizations
- Flexibility and a willingness to ask questions

Skills and experience (we don't expect any one candidate to bring all these skills, but we are looking for a mix of the following):

- Quantitative skills, including competency in Microsoft Excel and/or R
- Strong writing skills, especially the ability to write about public policy issues for a public audience
- Experience creating effective data visualizations
- Ability to synthesize data and information from a diverse variety of qualitative and quantitative sources
- Familiarity with data sources commonly used in policy analysis, such as U.S. Census Bureau surveys, Bureau of Labor Statistics databases, and/or data from state and local government agencies

How to apply

Submit your application in an attached pdf to hiring@ncbudget.org

Please submit:

- 1-to-2-page resume

- 1-page cover letter which includes:
 - Why you're interested in this internship
 - Why your experience makes you a good candidate
- Short writing sample (1 to 2 pages, an excerpt from a longer piece is fine!) that demonstrates your ability to write about public policy. It's not important for the writing sample to reflect BTC's policy focus areas.
- Contact information for 2-3 references (we will not call references without letting you know first)
- Responses to the application questions below

Application Questions

Your answers to these questions won't affect your application, but they're helpful for us to know for planning purposes.

1. Do you have any known scheduling conflicts between mid-May and mid-August 2026 that would impact your ability to work at certain times?
2. Are you seeking school credit for this internship? If so, please identify anything you would need from our organization in order to receive credit.

The Budget & Tax Center is an equal opportunity employer, and as such takes affirmative action to ensure that discrimination does not occur on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, gender identity, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law.