

Internships at the National Center for Children in Poverty
Bank Street Graduate School of Education

The National Center for Children in Poverty (NCCP) is continually seeking assistance from undergraduate or graduate-level students interested in honing their research, computer programming, graphic design, or other skills to enhance the center's research on public policy and/or early childhood education.

An internship with NCCP's **Family Economic Security** team presents unique opportunities to learn about the current state of work-family policy in the U.S. (e.g., SNAP, WIC, paid family leave) as well as other national and state policies that affect people with disabilities, low-income families with children, and immigrants.

An internship with NCCP's **Early Childhood** team presents unique opportunities to learn about policies that benefit young children's mental health, families in deep poverty, and young children in early care and education and early intervention programs.

Interns will receive guidance and supervision for all tasks, but will also be expected to conduct individual, self-directed work. While interns will be assigned to work on specific projects, they may have opportunities to work on other research projects based on need and interest.

We are seeking interns with one or more of the following skills:

- Developing and administering surveys
- Conducting policy research, including primary research on state and federal statutes
- Analyzing large data sets (e.g., Census data analysis) and survey data
- Interviewing study participants or facilitating focus groups
- Coding and analyzing qualitative data
- Writing up literature reviews
- Applying for Institutional Review Board approvals and renewals
- Conducting community outreach
- Translating materials into Spanish or possessing other Spanish language skills
- Website development
- Software development
- Website design
- Graphic design

To inquire about specific internships, please send your resume to nccp@bankstreet.edu with a cover letter stating the team with which you are interested in working (Early Childhood or Family Economic Security) as well as the dates you are available for work.

***Due to a recent change, we can only select applicants who reside in the tri-state area: New York, New Jersey, or Connecticut.**

Onboarding Process

Please note that it can take anywhere from 2-4 weeks for selected candidates to be completely onboarded through our partner at Bank Street College of Education. It is important that all candidates have their documentation ready for submission at the time of their hiring.

International Students: Depending on their visa status, an international student's onboarding can take longer to process. If you are a CPT applicant or OPT applicant, please take note of the documents required below if you are selected for an internship. For other applicants, Bank Street will work with you to obtain the necessary documentation.

Curricular Practical Training (CPT) Applicants:

- a. CPT Authorization (If your college needs a letter from Bank Street to proceed with the CPT application, our Human Resources Team will be able to provide the information)
- b. F-1 Student Status
- c. I-20 form
- d. Valid Social Security Card authorized for employment.
- e. *I-9 documents must be submitted no later than 3 days after the start date

Optional Practical Training (OPT) Applicants:

- a. Must obtain an Employment Authorization Document prior to work
- b. Valid Social Security Card authorized for employment.
- c. *I-9 documents must be submitted no later than 3 days after the start date

*The [I-9 form](#) is required for all selected candidates to complete regardless of their citizenship status.