



## **National State Policy Research Volunteer**

### *Intern/Volunteer (Unpaid)*

Under the supervision of the Data Analyst, volunteer(s) will conduct a state-by-state review of state benefits/programs for veterans. Those could include tax breaks (e.g., no income tax on military retirement, property tax deductions, etc.), reduced licensing fees either for professional purposes or recreational, state payments to veterans, special housing programs for veterans, veteran homes, etc. The review will help us understand how Connecticut compares to the rest of the country and the surrounding region (New England, New Jersey, and New York).

### **Primary Roles & Responsibilities**

- Find the unique webpage(s) of each state to read through documents and identify the correct information
- Enter information into a spreadsheet, as directed by the Data Analyst

### **Required Skills and Experience**

- Comfort with the using Google Sheets to enter data and basic formatting
- Internet research skills—*AI research is unlikely to be valuable for this project*
- Strong attention to detail
- Ability to communicate with project supervisor, project team mates, and members of the CVLC team via email, in-person, and/or via virtual meeting

**Compensation:** This is an unpaid opportunity. CVLC is happy to work with students' schools to provide documentation and other support to ensure class credit or fulfill fellowship requirements whenever possible.

**Location:** This is primarily a remote/virtual opportunity. Volunteer will need to use their own equipment (laptop or tablet, with internet) If the volunteer prefers, they will have access to schedule hours at the New Haven CVLC office located at 265 Church Street.

**Schedule:** 5-10 hours/week, flexible.

**To apply:** Send a brief email explaining (1) why you are interested and (2) what you would like to gain from this experience to Alex at [amcculloch@ctveteranslegal.org](mailto:amcculloch@ctveteranslegal.org). Please attach your resume OR provide brief professional/academic information in the email. This information is requested to help us get to know you and ensure you understand the basics of this position. We are not asking you to research our organization or anything outside of this position description—*please be thoughtful but concise. Thank you!*

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*Veterans, Military Spouses, and other members of the military community are strongly encouraged to apply. Studies have shown that women, members of the LGBTQ+ community, and Black, Indigenous, People of Color (BIPOC) individuals are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description; despite the reality that applicants rarely ever meet 100% of the qualifications.*

*We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the role. That candidate may be one who comes from a background less traditional to our field of work, and that's okay! We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.*

### **CVLC MISSION**

Connecticut Veterans Legal Center's mission is to empower, support, and improve the lives of Connecticut Veterans by providing free legal assistance to help them overcome legal barriers to housing, healthcare, income, and recovery.

### **CVLC VISION**

Connecticut Veterans Legal Center's vision is for all Connecticut Veterans to thrive and contribute to their communities with a sense of self-worth and dignity.