



Data and Analytics Intern Job Description

Position Summary

The Data and Analytics Intern (DAI) is responsible for supporting the data, evaluation, and impact work of Freedom School Partners. Primary duties include preparing and maintaining (cleaning, organizing, blending) programmatic and educational outcomes data; performing analysis that contribute to the program evaluation and historical impact studies; and conduct ad hoc analysis and data visualizations to support the program team leading up to, during, and at the conclusion of our summer enrichment program. The DAI has a key role in building the data warehouse and structuring the data for efficient longitudinal analysis.

***FSP reserves the right to amend the position description due to unforeseen circumstances.**

Primary Duties

Data and Analytics

- Assist in survey design, collection, and storage in the data warehouse.
- Qualitative data collection: observation data during summer program
- Mixed methods research of educational outcomes data
- Analysis of integrated data, including primary and secondary administrative and programmatic data
- Assist in design of research questions and conduct analyses to provide answers and present findings in research briefs.
- Help build and maintain the data warehouse, preparing the data for longitudinal analysis

Visualization and Reporting

- Support ongoing program evaluation with data visualization
- Author or co-author research briefs that inform decision-making
- Create clear visualizations that contribute to annual and interim reports
- Collaborate with the communications team to produce data visualizations for public distribution via social media and other channels

Skills Required

- Data collection, storage, and integration
- Data visualization
- Analytics to monitor data quality and investigate outcomes
- Experience working with relational databases
- Blending structured and unstructured data
- Able to communicate effectively, both orally and in writing
- Mature and professional demeanor
- Ability to manage difficult or emotional situations
- Prioritizes and plans work activities, and uses time efficiently
- Follows policies and procedures, and completes administrative tasks correctly and on time
- Interest in working as part of an intergenerational team, with the ability to help build positive team spirit
- Enthusiasm for the CDF *Freedom Schools*® program and commitment to children's advocacy and servant leadership
- Strong appreciation for individual cultural history and the willingness to be open to, and respectful of all cultures
- At least 18 years old and completed at least 1 year of undergraduate studies or recent college graduate
- Reside in the Charlotte area for duration of training and summer program (room and board/housing assistance is unavailable)
- Valid ID and reliable transportation
- Satisfactory drug test and satisfactory background check for criminal and child protective findings

Accountability

Shall be accountable to the Data Evaluation and Impact Manager.



Compensation and Benefits

- Stipend based on experience (\$3,000 - \$3,500)
- May 13, 2024 – August 2, 2024
- 3 paid holidays (May 27, June 19 and July 4)
- Mileage reimbursed at set rate

About Freedom School Partners

Freedom School Partners (FSP) is a nonprofit organization that strives to stop summer learning loss by offering opportunities that build children's reading and social-emotional skills. FSP serves our community's most vulnerable children, providing access to a rich summer learning experience in which they maintain or gain reading ability. Freedom Schools are led by college student interns and connect scholars to a broader community that believes in and advocates for them. In addition, FSP engages parents as partners to support scholars' success. FSP's mission is to inspire our scholars to love reading and learning, believe in themselves, and create extraordinary futures.

Application Process

Interested applicants should send cover letter and resume to admin@freedom-school-partners.org with Data and Analytics Internship in the subject.

Disclaimer

The above statements are intended to describe the general nature and level of work performed by person(s) assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Equal Employment Opportunity

FSP desires to have a workforce, which is diverse and inclusive. FSP offers equal employment and advancement opportunities to qualified individuals, without regard to race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology or membership in any other legally protected class.