

JOB DESCRIPTION

Position Title: Research Intern

Department: Kheprw Institute

Reports to: Office Manager and Executive. Director

The Research Intern will:

1. work with the Executive Director and the program directors of the Kheprw Institute to identify best practices for capturing and collecting data related to their activities and focuses.
2. design, develop and implement data collection tools to meet the needs of various programs and the organization. They will also be tasked with evaluating the effectiveness of data collection methods implemented and the usefulness of data obtained.
3. be responsible for identifying and using various data sources (i.e SAVI, public records, other online databases, etc.) for information gathering to support program initiatives, raising community awareness and use in formulating strategies or initiatives.
4. learn about and train staff on the best approaches for sharing data with community.
5. place a special emphasis on identifying resources that assist in social capital development.

Skills/Proficiencies

- Excellent Written and Verbal Communication
- Attention to detail
- Critical thinking
- Intermediate proficiency in the use of computer programs such Microsoft Suite (Word, Excel, PowerPoint, etc.), apps, social media
- Statistical and Graphical Analysis of Data
- Planning and scheduling
- Interviewing
- Data Collection
- Project Management
- Resourcefulness
- Problem solving
- Commitment to Excellence

Responsibilities and Duties

- Work with KI staff to identify data collection needs and implement methods utilizing best practices to obtain, interpret and share data inside and outside of the organization.
- Identify resources for data collection and analysis
- Teach KI staff and others best practices for obtaining and sharing data
- Be the primary staff person focused on data research and analysis
- Meet with Office Manager or Executive Director as needed or required
- Complete other tasks as assigned
- Work some weekends (Saturdays and Sundays)

Education/Experience

2 or more years of college or comparable experience in conducting research (collecting, managing, analyzing, interpreting and reporting data) for the purpose of informing decision making and .