



## DataSpark Workforce and Education Intern – Winter/Spring 2017

DataSpark is a core initiative of ProvPlan, a non-profit with the mission to improve the economic and social well-being of the City of Providence and the State of Rhode Island. DataSpark exists to connect data and people to inspire, inform, and empower innovative decision-making. We analyze, visualize, and map data to make it accessible to decision makers, stakeholders, and the public. DataSpark is committed to democratizing data and ensuring that better decisions are made with data.

We seek an intern to assist in our analytical and policy work with government agencies and nonprofit organizations. The intern will help us analyze data in a primarily in the areas of education and the workforce, with the possibility of additional work other areas. The intern will work with our team of analysts and interns, and will have opportunities to interact with DataSpark programmers and managers, as well as external consultants and stakeholders.

The intern will take part in data analysis projects, which may include the creation of tables, charts, maps, and other visualizations. Time will be devoted to the collection and processing of large datasets, including: data cleaning and organization; creating aggregated indicators from individual-level records; and preparation of data documentation. The intern may conduct literature reviews and assist in writing reports for use by policymakers and the public. Additional tasks may include geographic analyses and assistance with our communication/social media activities. Opportunities for further assignments will depend upon DataSpark's project needs and the intern's skills and interests.

The successful candidate for this position will:

- have experience with data software (such as spreadsheet and statistical analysis tools like SPSS);
- possess excellent communication skills and the ability to work independently and in teams;
- be extremely well organized and detail-oriented; and
- share a commitment to our mission, and relevant career/academic interests.

Experience with ArcMap GIS is a plus. Preference will be given to applicants interested continuing the internship after the spring semester.

Hours: Approximately 20 hours/week, flexible scheduling within standard business hours.

Starting wage: \$12.00/hour

### **To apply:**

Email a brief cover letter and resume to Tim Harrigan - [tharrigan@provplan.org](mailto:tharrigan@provplan.org). Please mention how this opportunity came to your attention. We intend to fill the position promptly.





### **Equal Employment Opportunity**

It is a continuing policy of ProvPlan to recruit, hire, and promote individuals without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability or veteran status. The ProvPlan complies with all applicable state and federal regulations regarding hiring.

