



FUTURES AND OPTIONS

The Future is in Your Hands

DATA MANAGEMENT INTERN JOB DESCRIPTION

Organization Overview: Since 1995, Futures and Options has empowered New York City's youth, particularly youth of color and students from historically underrepresented communities, to acquire transferable professional skills, pursue higher education, and successfully compete in a global 21st century economy. We collaborate with New York City employers to provide transformative career development opportunities to young people, enabling them to succeed in college and inspiring them to pursue meaningful careers.

Our programs include: **The Internship Program**, which provides paid, mentored internships and career development workshops to students age 16 to 19 years old; **Career Essentials**, our hands-on career-readiness and career exploration program that provides opportunities for students to practice and improve their interpersonal, communication, and other relevant work-related skills; **The Externship Experience**, a remote career exploration and skill-building program focused on growing industries; the **College Guidance Initiative**, which helps students navigate the college application and selection process; and **Alumni Engagement Programming**, which provides continued work-readiness, mentoring, career exploration, and networking opportunities to alumni as they navigate their way through school and plan for future careers.

Job Description:

Futures and Options is seeking an organized, detail-oriented, **Data Management Intern** to work with our Director of Data and Evaluation on tasks and projects related to improving our data collection and evaluation systems. The Intern will gain experience working with data in a nonprofit setting and will have the opportunity to gain experience using multiple databases.

Key Responsibilities & Projects:

- Review, audit, and organize datasets in multiple databases, including Excel, Google Forms, and Salesforce
- Review data collection completed by program departments; assist in the cleaning, standardizing and formatting of data
- Assist in the exporting and importing of data between databases and data sources, including Survey Monkey and Salesforce
- Transferring active survey monkey survey data to FormAssembly data system
- Preparing data reports
- Other duties as needed to ensure smooth, efficient and successful operation of data and evaluation portfolio.

Qualifications:

- Some college required; prior work or experience in social sciences, information systems or related fields of study preferred
- Moderate/Advanced Excel skills, along with experience conducting limited data analysis

- Knowledge of and experience working with Salesforce preferred
- Experience using R or Python preferred
- Ability to meet deadlines and work independently
- Excellent communication skills, able to be proactive and communicate with a range of colleagues
- Commitment to the mission of Futures and Options

Timeframe: 8-15 hours/week, from January 2023 to June 2023. Position can be fully remote or hybrid.

Compensation: \$20/hour

How to Apply: No phone calls. Please email your resume, as well as a cover letter detailing your experience and schedule availability, to jroberts@futuresandoptions.org. Please put "Data Management Intern" as the subject line of your email.

Applicants who obtain a conditional job offer for in-person work will be required to demonstrate that they have been fully vaccinated for COVID-19 or qualify for a medical or religious accommodation to this vaccination requirement before beginning employment. Final candidates are subject to a background check.

Futures and Options is an Equal Opportunity Employer and we are committed to an equitable and inclusive program and a diverse staff team. Candidates from diverse backgrounds are encouraged to apply.