

## **Community Foundation of Greater Memphis**

**Title:** WHEREweLIVE|WHEREtoGIVEmidsouth.org Data Intern

**Reports to:** Director of WHEREweLIVE|WHEREtoGIVEmidsouth.org

### **Position Summary**

The intern will work with WHEREweLIVE|WHEREtoGIVEmidsouth.org - an online resource that provides current data on the MidSouth' livability and health indicators and the nonprofit organizations working on those issues.

This position will allow a college-level student to learn a variety of skills, including technical assistance, data analysis, program development, and nonprofit governance. The intern will assist the Director in the design, and management of internal databases to produce data-driven analyses for the MidSouth community. The intern will help to strengthen the relationship between the Community Foundation, other area data repositories and WhereToGiveMidSouth.org nonprofits by providing technical and informational support.

### **Essential Duties and Responsibilities**

- Assist in develop/design of WHEREweLIVEmidsouth.org and WHEREtoGIVEmidsouth.org data packages for programs, donors and other community stakeholders;
- Assist in development of community analyses based on Geography, Category, and About Local Issues pages of websites;
- Review and organize WHEREweLIVEmidsouth.org and WHEREtoGIVEmidsouth.org databases for analyses, identifying gaps;
- Assist Director in presentation of data-driven reports;
- Identify and manage daily data projects while providing timely communication
- Other duties as assigned.

### **Qualifications**

- Currently pursuing an undergraduate or graduate level degree in geography, planning, anthropology, business administration, public administration, public health, or other related field;
- Experience developing and/or working with data, databases, and data analysis;
- Strong, accurate keyboard and computer skills, familiar with the entire Microsoft Office suite;
- Ability to learn new, online technology;
- Ability to respond to data inquiries from partners and/or, community members;
- Attention to detail and organizational skills.

### **Compensation**

This position is an unpaid internship meant for professional and résumé development.