Summer 2015 Internship Opportunities

The Organization

The American Red Cross exists to provide compassionate care to those in need. The American Red Cross shelters, feeds and provides emotional support to victims of disasters; supplies about 40 percent of the nation’s blood; teaches skills that save lives; provides international humanitarian aid; and supports military members and their families. The Red Cross is a not-for-profit organization that depends on volunteers and the generosity of the American public to perform its mission.

The Internship

The American Red Cross offers exceptional undergraduate and graduate students internship opportunities at our Red Cross national headquarters in Washington, D.C. and in chapters across the country through our Internship Program. Interns are matched with a specific department where they work on advancing critical projects.

The overall aim of the program is to attract a pool of diverse, skilled, enthusiastic young professionals and provide them with an opportunity to build a long-term, substantive life-long relationship with the Red Cross.

The Info Sharer and Analyst Internship, is an unpaid internship where candidates must be enrolled in a degree program at the time of the internship. The opportunity is based at our National Headquarters in Washington, DC beginning in June 2015.

Basic Qualifications:

- Undergraduate (Junior or Senior) or graduate student with keen interest in information science/management, information sharing, data analytics, professional social engagement, technical communication/writing, data collection, business intelligence, finance, and/or defining process
- Advanced writing proficiency
- Advanced computer skills, including Microsoft Office Suite (i.e Excel, PowerPoint, Access, and SharePoint), especially with moderate to advanced skills in Microsoft Excel. Also, someone who nimbly learns new and legacy database systems with little training.
- Ability to work in a fast paced environment with a demonstrated ability to accomplish multiple task and meet deadlines
- Excellent written/oral communication and interpersonal skills are essential
- Excellent relationship skills and ability to work cross-functionally
- Ability to work independently and as part of a team
- Must be enrolled in a degree program at the time of the internship
The **Info Sharer and Analyst Intern** reports to the Senior Associate, IMSA

**Summary:**

**Information Sharing and Analysis**

Are you an excel guru, visionary for open information sharing, and want to make a humanitarian impact? We are looking for someone to join our Information Sharing team in the Disaster Cycle Services operations center at national headquarters. Specifically, we’re looking for someone who is customer-focused and able to design efficient processes for moving operational data to actionable intelligence. Your work will benefit the decision-making of our on-the-ground disaster workforce as well as keep our senior leadership, support departments (fundraising, public affairs), and partners (FEMA) well-informed. You will help design our daily reporting processes, ensure accuracy in our data, and ensure accessibility.

**Social Media Analysis**

Fascinated by using social media for humanitarian purposes? You can be the face of our Digital Operations Center. You’ll learn all about the technology that drives the digital operations center, and you will use it to inform our organization each day. You’ll be responsible for curating social awareness reports, ensuring we are asking the right questions of our digiDOC, and helping us to launch a new digital volunteer program that will deliberately crowdsource needs in times of disaster.

**Unpaid Internship**

- **Internship timeframe:** Summer 2015 (June 2015– August 2015)
- **Weekly Internship Hours Required:** 20-40 hours/week

Eligible for earning academic credit.

**TO APPLY FOR THIS POSITION**

To apply for this position, please send an email with your resume (cover letter is suggested) attached to [internships@redcross.org](mailto:internships@redcross.org) with the subject line:

**YOUR FULL NAME, Info Sharer and Analyst Internship (June 2015)**

*As an Affirmative Action/Equal Opportunity Employer, well-qualified women, minorities, veterans and persons with disabilities are encouraged to apply*