

INDIANA YOUTH INSTITUTE

Job Description



POSITION: Research Intern
10-15 hours per week, paid, times flexible

POSITION REPORTS TO: Vice President - Programs

PURPOSE OF POSITION: Provide support for IYI's data programs.

CONTACT INFORMATION:

Send cover letter and resume via e-mail to ekrauser@iyi.org. No calls please.

DUTIES AND RESPONSIBILITIES:

- Data/fact checking for Data Book, Issue Briefs and Data Center
- Conducting research for data requests
- Compiling research for upcoming data products
- Preliminary editing for data products
- Other duties as assigned

KNOWLEDGE, EXPERIENCE AND SKILL REQUIRED:

- Detail oriented
- Above average writing skills
- Comfortable understanding and utilizing numbers in writing
- Interest in and/or experience with youth work
- Graduate student or advanced Undergraduate student with research experience
- Completed basic statistics and research methods courses
- Pursuing degree in Social Sciences, Nonprofit Management, or similar field
- Microsoft Outlook, Word, Excel, and Internet knowledge necessary

INDEPENDENT ACTION AND JUDGEMENT:

- Work is of an average degree of difficulty.
- Guidance and direction is provided by the Institute's mission and policies, the President and CEO, the Vice President – Programs, and the Program Manager for Data.

WORKING RELATIONSHIPS:

- Position interacts with IYI staff, outside youth agencies and colleagues.

WORKING CONDITIONS:

- The majority of work for this position is performed in a standard office environment.
- Generally, there is minimal exposure to hazard or a high degree of discomfort.
- Position involves sitting, standing and computer work.

BENEFITS:

- Work with and learn from experienced staff at a well-respected non-profit organization.
- Make connections with leaders in the field of youth work throughout the state of Indiana.
- Hourly wage based on experience.