



DATA INTERNSHIP

Description & Benefits:

- The Data Internship will provide you with the opportunity to gain valuable work experience and expertise with high quality data collection, data entry, data quality assurance & reliability, and data management.
- This position will enhance your skills for job opportunities in research, evaluation, and data management, especially in the non-profit public service sector.
- It is ideal opportunity for research assistants, college students, recent graduates, and administrative assistants who desire to improve their skills and build their resumes for data management, research, and evaluation.
- This opportunity is also ideal for database managers, database administrators, and database designers who wish to learn and understand the non-technological skills required for high quality data management in order to manage and build better databases for your organizations & employees.
- You will make a difference in the lives of individuals with intellectual disabilities.

Duties & Responsibilities:

The Data Intern will assist Special Olympics Colorado's (SOCO's) Database Manager and Data Team with various administrative and data-related tasks that will include, but are not limited to:

- Enter data accurately & efficiently into designated databases.
- Use quality assurance protocols to ensure data accuracy & reliability.
- Audit data and data collection for quality & reliability.
- Use processes, protocols, & procedures to remedy missing, incomplete, & inaccurate data.
- Organize, file, & archive data collection tools (e.g., forms).
- Assist the Data Team with various methods of data collection for all data needs (e.g., applications, email, phone, & snail mail).
- Track data collection accurately & reliably.
- Assist the Data Team with data projects, data initiatives, & data utilization.
- Provide feedback and ongoing continuous improvement for data management.
- Other duties as assigned.

Time Frame, Requirements, & Terms of Service:

The terms of the Data Internship will be determined by one or more of the following:

1. Requirements for degree, certificate, and/or school internship credits.
2. Colorado Works!, Colorado Unemployment, and/or other volunteer service and/or job training requirements.
3. A minimum of 15 hours a week for 4 months, or a minimum of 240 service hours.



4. Approximate four (4)-month terms:
 - a. Fall/Winter = September – December
 - b. Winter/Spring = January – April
 - c. Spring/Summer = May - August
5. Hours are flexible within a Monday-Friday work week from 8am–6pm.
6. Interns will be able to re-apply for the Data Internship for up to 1 year (12 months of service or a minimum of 720 service hours).
7. The Data Intern will report to the Database Manager.
8. The Data Internship is located at the main office: 12450 E Arapahoe Road, Suite C, Centennial, CO 80112.

Compensation:

- The Data Internship is a volunteer position.
 - It is unpaid and not eligible for any benefits.
- If funds are available, a very small stipend may be given at the end of the internship, based on the Data Intern's work quality & performance.
 - Please note that this stipend is not guaranteed and will not be offered, or discussed, until the end of the internship.
 - If you are receiving public assistance through Colorado Works!, Unemployment, or any Federal/Colorado government subsidized program, you will be ineligible for the stipend as required by your public assistance program.

Qualifications & Requirements:

Applicants should be able to meet 1 or more of the following minimum qualifications:

- Current college/graduate/trade school student or recent graduate.
- One year of work experience and/or demonstrated responsibilities & professionalism.
- Administrative Assistant or Support Staff training or work experience.
- Research & evaluation coursework and/or work experience.
- Strong organizational skills and the ability to focus on repetitive tasks.
- Strong work ethic, attention to detail, ability to manage multiple projects & tasks, and meet deadlines.
- Microsoft Office Suite proficiency.
- Excellent written, oral, and interpersonal communication & customer service skills.
- Sense of humor, positive attitude, and willingness to support & contribute to SOCO's team spirit & shared responsibilities.
- Position requires working both sitting & standing. Must be able to carry light loads (5-30 pounds) for short distances (approximately 1 block).
- Must be able to pass a background check.