

Data and Research Intern

Advance Vermont is a collective impact organization whose mission is to grow the number of Vermonters with postsecondary credentials, increase equity in educational attainment, and strengthen connections among education, training, and employment so that everyone can shape and share Vermont's prosperity.

Our small but mighty team has four core policy priorities:

- Promote awareness of career pathways and the value of postsecondary education and training
- Expand access to postsecondary education and training to students of all ages
- Increase completion of postsecondary education and training programs by ensuring Vermonters have the supports they need to succeed
- Maximize partnerships across and within sectors to achieve State workforce development and education goals

We are looking for a spring semester intern who is excited about using data to inform decision making for statewide change.

The internship offers a salary of \$15 an hour, and the intern would work 8-12 hours a week (depending on Advance Vermont's needs and your availability). The internship would be mostly remote, though Advance Vermont plans to return to some in-person work in its Winooski-based office in the spring, and we would love to have our intern join us for some hours on-site as well.

Essential duties will include research, data entry and visualization, and support for the [Vermont Credential Transparency Project](#), Advance Vermont's effort to create the state's first comprehensive database of post-high school education and training programs. Strong candidates will enjoy manipulating large spreadsheets and data sets, have excellent research and analytical skills, and the ability to make complex information understandable and accessible to a wide audience.

Potential responsibilities include:

- Building spreadsheets of all the credentials throughout the state
- Contributing to a data dashboard
- Supporting to the continued growth of [MyFutureVT](#), the state's free online one-stop online resource for career and education options.
- Tracking and visualizing indicators of postsecondary attainment via Advance Vermont's data dashboard, working with local and national data sources.
- Helping to establish systems and constituent management in Salesforce.
- Assisting research efforts that inform the organization's policy agenda and advocacy efforts.

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Desired skills and experience:

- **Curious:** You like to ask questions, dig into the details, and figure out how things work.
- **Collaborative:** You lead with empathy, give others the benefit of the doubt, and enjoy being a team player. You are willing to reach out and talk to new people to ask for data or information.
- **Have a data mindset:** You like thinking about the best ways to organize information and communicate its meaning. You are comfortable using Excel and are attentive to detail.
- **Dedicated to diversity, equity, and inclusion work:** You are interested in challenging systems of oppression, both internally and in your world around you.
- **Engaged:** You are responsive and have the time and interest needed to dedicate yourself to an internship. You are ready to dive in and do some meaningful work to change educational access in Vermont.

To apply:

Please submit a resume and cover letter in [Handshake](#), if your school uses the Handshake platform. If not, you can email your resume and cover letter as attachments to Amanda Chase at chase@advancevermont.org. Your cover letter does not have to look like a traditional cover letter, but we would like you to answer the following questions in the document:

- Why are you interested in working with Advance Vermont?
- What do you hope to learn from your internship experience?
- How would your skills or past experiences help you do this job well?

We look forward to hearing from you!