



## 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.

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

The internship offers a wage of \$15 an hour, and the intern would work 12-18 hours a week, to be determined in concert with the application at the time of hiring based on applicant availability and organizational needs. The internship would be mostly remote, with the option for some in-person work in its Winooski-based office.

### Core Responsibilities:

- This internship is all about supporting the continued growth of [MyFutureVT.org](https://myfuturevt.org) and the [Vermont Credential Transparency Project](#) – Advance Vermont's effort to build the state's first comprehensive database of post-high school education and training programs. Duties will include collecting and inputting into spreadsheets data detailing information about available credentials in Vermont.
- Participate in meetings with team and supervisor.

### Potential Responsibilities:

- Contribute to Advance Vermont's [Data Dashboard](#) by tracking and visualizing indicators of postsecondary attainment, working with local and national data sources.
- Assist research efforts that inform the organization's policy agenda and advocacy efforts.

### Desired skills and experience:

- **Data Mindset:** You enjoy manipulating large spreadsheets (in Excel) and data sets and have excellent research and analytical skills, a detail-oriented eye, and the ability to make complex information understandable and accessible to a wide audience.
- **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.
- **Dedicated to diversity, equity, and inclusion work:** You are interested in challenging systems of oppression, both internally and in the 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 increase access to postsecondary education 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 the Advance Vermont team at [info@advancevermont.org](mailto:info@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!

(continued on next page)