



Position Title: Data Entry and Analysis Intern

Position Description : HSP seeks a highly motivated intern to assist staff in increasing the organizations capacity for outcome based program development. The intern will gain practical experience in data analytics in addition to skills related to nonprofit management and consulting.

Majors: Mathematics, Statistics, Psychology, Computer Science, etc.

Supervisor: Mary Jo Piarote **Supervisor Phone #:** 410-386-6639

Responsibilities:

- Perform data entry and analysis in order to help staff better understand the organization's current and future needs
- Increase program efficiency by providing insight into which activities should be continued or discontinued
- Advise program managers on donor trends, resource needs, and revenue expectations
- Develop targeted outreach strategies in order to optimize donor yield and engagement
- Other duties as assigned

Qualifications:

- Excellent time management skills
- Has attained upperclassman status at an accredited college or university
- Must possess a high level of expertise in mathematics
- Must possess the ability to analyse, model, and interpret data
- Must display a methodical and logical approach to problem solving
- Data entry and analysis experience a plus, but not required
- Experience with Wellsky software a plus, but not required

Hours: Flexible daytime hours available during Fall or Spring semesters. Consult with supervisor for specific hours.

Compensation: This is an unpaid/ volunteer internship. Degree-seeking students may obtain academic credit.

Work Location: 10 Distillery Drive, Westminster, MD 21157. Not accessible by public transit. Must have access to reliable transportation.

Contact: internships@hspinc.org