Position Title: Data Entry and Analysis Intern

Position Description: HSP seeks a highly motivated intern to assist staff in increasing the organization's 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 analyze, 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