Position Description

Data Automation Intern

CNHED

Background

Company Overview

Established in 2000, the Coalition for Nonprofit Housing and Economic Development (CNHED) is a dynamic 501(c)(3) association of nearly 180 organizational members working to advance equitable community economic development solutions in District of Columbia for under-resourced residents and communities. CNHED's strength is in its convening power, highly successful advocacy, robust communications, and information sharing, and equipping its members with tools and resources for their work. CNHED's organizational members include nonprofit and for-profit affordable housing developers, housing counseling and service agencies, community economic development organizations, workforce and business development entities, lenders, intermediaries, and government agencies.

Position Summary

CNHED is hiring a **Data Automation Intern** who will report to the Director of Housing Programs. The person who fills this role will be flexible and highly organized, taking on essential database management tasks for carrying out various CNHED programming. The ideal candidate for this role will have a courteous attitude and a deep passion for applying their technical skills to support CNHED's initiatives in combating racial inequality. This opportunity may lead to a long-term position for the most qualified individual.

Primary Duties and Responsibilities

Data Automation & Workflows

- Compiles and analyzes demographics, trends, and produces accurate reports for program monitoring & evaluation.
- Manage and create reports from Google forms & Asana.
- Create workflows in Asana and Google sheets to automate existing processes.
- Download, clean, & merge data from WordPress to master excel sheets.
- Convert current manual processes to digital automation.
- Manage calendar invitations and email announcements.
- Uses data & storytelling to depict the various housing program goals, milestones & successes.

Community Engagement

- Periodically interact with DC Landlords through telephone/email regarding Landlord Partnership Fund (LPF) claims.
- Interact with Community Based Organizations to request, obtain and verify information.

Qualifications

- At least 3 years of completed study at a college/university in related field (Computer Science, Data Science, Data & Information Visuals) with 1-year of relevant experience or 3 years of relevant work experience.
- Genuine interest in pursuing a career in the Housing Continuum.
- Proficiency in organizing data and setting up workflows in Google Sheets & Asana.
- Proficiency with Microsoft Excel/Google Sheets.

Qualifications

- Familiarity with online platforms like Zoom, Google meet, Microsoft Teams, and CMS' like WordPress & Box,
- Familiarity with challenges that plague the District of Columbia,
- Possessing an inherent motivation to continuously expand knowledge and expertise in various skills and technologies.
- Passion for CNHED's mission to address inequity of under-resourced communities in the District of Columbia,
- Consideration for the voices of communities that have been most directly impacted by racism and discrimination nationwide, especially in the District of Columbia.
- Ability to work well independently, take direction, and collaborate effectively when needed in a team environment.
- Time management and organizational skills, with attention to detail and accuracy.

Compensation and Terms

- Contract Term: May 8, 2024 - December 2024
- $25/Hour
- 24 Hours Per Week
- Working Hours: 9 – 5, Monday-Friday; schedule will be established upon hiring.
- Must reside in the DMV (District of Columbia, Maryland & Virginia) area.
- This is a hybrid position.

To Apply

Please email a resume (with "**Data Automation Intern**" in the subject line) along with a cover letter of interest to **iosuji@cnhed.org**. No phone calls please. References may be required. CNHED is an equal opportunity employer. We encourage all to apply, including people of color, women, LGBTQIA+, and those with disabilities.