



**SeattleJobs
Initiative**

Equal Opportunity Employer

NOW HIRING RESEARCH ANALYST INTERN

Part-Time, Non-Exempt (Temporary)

Location: Seattle, WA (temporarily remote due to COVID 19)

Seattle Jobs Initiative (SJI) is a non-profit organization that creates opportunities for low-income people to support themselves and their families through living wage careers. SJI is committed to attracting and retaining staff with diverse perspectives and life experiences. As an Equal Opportunity Employer, SJI encourages people of all backgrounds to apply, including BIPOC, immigrants, refugees, women, LGBTQ people, people with disabilities, and veterans. We recognize your unique qualities and the value you bring to our commitment to the communities we serve. Together we create and preserve inclusive and equitable environments.

Position Description

SJI seeks to make changes. Everything we do is fueled by critical thinking, innovation, and collaboration. Our Policy & Research team aims to uncover and provide solutions to address the barriers that low-income individuals face in obtaining the education and jobs they need to advance out of poverty. This internship position will provide support to multiple ongoing research projects. The intern may contribute by working on the following:

- Locating, structuring, and analyzing WSAC, IPEDS, and the American Community Survey data.
- Designing, deploying, and analyzing surveys .
- Conducting and analyzing interviews with workforce development system participants, front-line staff, and leadership.
- Conducting a landscape scan of workforce development system.
- Using appropriate econometric models to estimate the impact of systems integration initiatives on participants' employment outcomes.
- Drafting the final research report.

Qualifications

The intern will have to demonstrate:

- Cultural competency and sensitivity to the needs of adults with multiple challenges.
- Good written communication skills including demonstrated ability to convey complex information in an understandable manner and write succinctly.
- Basic skills in MS Word and Excel.
- Basic qualitative OR quantitative research skills including the use of the appropriate software.
- Be responsible for project work plan and deliverables.
- Highly collaborative and adaptive, motivated, self-starter.
- High attention to detail, strong ability to meet details and results-oriented.



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1200 12th Avenue South, Suite 160, Seattle
www.seattlejobsinitiative.com

Education and Experience

- The selected intern should be enrolled in a relevant Master's or Ph.D. Degree. Appropriate fields of study include workforce, economic development, public policy, social work, or an equivalent combination of education.
- Preferred applicants should have experience in a social science research field that includes a curriculum of economics, statistics, public finance, or policy analysis.
- Knowledge of survey methodology (designing and distributing surveys).
- Demonstrated experience using mixed-methods research to organize and analyze surveys, interviews, and focus groups.
- Manipulating and analyzing large datasets such as the American Community Survey and Current Population Survey.
- Familiarity researching, analyzing and reporting on economic, labor market, and industry sector data at local, state and federal levels.
- Experience with Alchemer preferred.
- Experience with data design (utilizing data to design/measure programs) and completing extensive research projects, with a focus on workforce development, poverty issues, or related areas preferred.
- Experience with public and nonprofit sectors preferred.

Values

A commitment to fulfilling our mission and exhibiting a high level of professional behavior in all aspects of their work. Our staff values: excellent communication, professional and gracious behavior, diverse authentic perspectives, collaboration, respect, and leadership behavior.

Compensation

The hourly pay is \$20. This position is expected to work from late June to late September (flexible start and end dates) for 10 to 12 weeks at 20+ hours per work week. The team could also accommodate part-time hours if requested by the selected candidate.

SEND YOUR RESUME AND COVER LETTER TO JOBS@SEATTLEJOBSINIT.COM