



We are looking for

RESEARCH ANALYST INTERN

Seattle Jobs Initiative (SJI) is an organization deeply committed to and guided in its daily work by its mission. Bounded by a set of values, SJI drives toward its vision for the future through an identity statement that defines how it will accomplish its mission and vision. SJI supports people from under-invested communities to build careers. By creating equitable workforce systems and developing impactful partnerships, we address structural racism.

As an Equal Opportunity Employer, SJI encourages people of all backgrounds to apply, including BIPOC, immigrants, refugees, women, LGBTQIA2S+, 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 data from American Community Survey, Bureau of Labor Statistics, and Washington Employment Security Department.
- Designing, deploying, and analyzing surveys.
- Conducting and analyzing interviews with workforce development system participants, front-line staff, and leadership.
- Conducting landscape scans of workforce development programs.
- Using appropriate econometric models to estimate the impact of systems integration initiatives on participants' employment outcomes.
- Drafting research reports and presentations.

POTENTIAL INTERNSHIP FOCUS

- Survey methodology (designing and distributing surveys).
- 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.
- Analyzing and reporting on economic, labor market, and industry sector data at local, state and federal levels.
- Data design (utilizing data to design/measure programs)
- Workforce development, poverty issues.
- Public and nonprofit sectors

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.
- Capable of being responsible for project work plan and deliverables.
- Highly collaborative, adaptive, and motivated.
- High attention to detail, strong ability to meet details and results-oriented.

EDUCATION

- 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 similar.
- Preferred applicants should have experience in a social science research field that includes a curriculum of economics, statistics, public finance, or policy analysis.

WORK ENVIRONMENT

SJI operates in a hybrid flexible work environment where remote work is supported and encouraged. However, in-person requirements on conferences, organizational events, meetings, and other occasions will be required.

COMPENSATION AND BENEFITS

This position is a non-exempt at an hourly pay rate of \$26.00, but work hours can be increased should the student request it. This internship will last for 6 months, from January to July (flexible start and end dates), with the potential to extend it.

SJI employees are required to be fully vaccinated against COVID-19. If selected, you will be required to submit proof of vaccination prior to your start date. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs.

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