



The Boston Foundation believes that one of the great strengths of the Greater Boston community is the rich diversity of its residents in race, religion, national origin, ethnicity, sex, sexual orientation, gender identity, genetic information, age and physical abilities. The Foundation seeks to enhance and support that diversity, not only by its grant making, but also by adopting and implementing employment policies and practices designed to recognize and respond to such diversity.

The Boston Foundation is an Equal Opportunity Employer. We encourage applications from people with diverse backgrounds and experience.

All applications should be submitted online. Go to <https://www.tbf.org/who-we-are/careers> and select “Intern, Boston Indicators” to complete our online application process.

Job Description

Title: Intern, Boston Indicators

Department: Communications and Public Affairs

Reports To: Senior Research Manager, Boston Indicators

FLSA Classification: Non-Exempt **FTE:** <.5

Supervises: None

Hybrid Schedule (subject to change): On-site 1 day a week

Position Budgeted: \$25/hr

Position Summary:

The intern will work closely with the Boston Indicators team to contribute to projects that explore issues affecting Greater Boston, gaining valuable hands-on experience in the field of data analysis and research. The intern will participate in data skill building including lessons from Boston Indicators staff on how to find and access data like the US Census Bureau’s American Community Survey data, how to use data analysis tools like Excel and R, how to find meaning in data and communicate about it to a broader audience, and an introduction to qualitative and community-engaged research.

This role will work in a hybrid environment with a mix of in-office and virtual work for a total of 7-14 hours per week for approximately 20 weeks.

Essential Functions:

- Under the direction of the Senior Research Manager, contribute to data-driven research and analysis on topics including, but not limited to, demographic trends in Boston and Massachusetts, jobs and the economy, education, criminal justice, health, the racial wealth gap and economic insecurity in Greater Boston;

- Under the direction of the Senior Research Manager conduct data analysis for Boston Indicators research;
- With direction from the Senior Research Manager, identify research topics and questions for potential research projects on issues that affect Greater Boston;
- Provide descriptive writing summaries of research findings;
- Participate in informational sessions with staff at the Boston Foundation and other partner organizations to learn about a variety of different career paths; and
- Attend online and in-person research forums.

Qualifications:

- Some college or equivalent experience required. Graduate studies or equivalent experience preferred.
- Demonstrated interest in using data to understand issues affecting wellbeing in Boston;
- Knowledge of basic descriptive statistics like calculating percentages and familiarity with using pivot tables, graphs, and formulas in Excel;
- Good written and oral communication skills, with a demonstrated interest in improving them, if needed;
- Ability to interact well with a diverse range of people; and
- Flexible, collegial, and supportive toward colleagues.

Working Conditions & Physical Demands:

- The ability to work on a computer for long periods of time; and
- Ability to work on-site and remotely as required.

The content is intended to describe the general nature and level of work being performed by persons assigned to this job. It is not intended to constitute an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents, who are or become disabled as defined under the Americans with Disabilities Act or applicable state law, must be able to perform the essential functions of the job (including those listed above) either with or without reasonable accommodation. Reasonable accommodation, if any, will be determined by management in consultation with the employee on a case-by-case basis.

This job description is intended to be general and may be revised from time to time. At management's discretion, the employee may be assigned different or additional duties from time to time.

Revised 03/2024