

Albany Damien Center

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Internship Posting Title: Data Intern

Overview: This internship provides an opportunity to work with a team on enhancing the agency's data environment to better meet our members' needs. Activities include organizing agency and member-level, research and analysis of HIV and AIDS data. Ideal candidates will have demonstrated strong intellectual curiosity, interpersonal skills, creativity, and a drive for enhancing the agency's data methodology.

Status: Unpaid intern

Reports to: Data Manager

Qualifications:

1. Experience in data analytics and research design
2. Background in social sciences or public health
3. Knowledge of Microsoft Access, Excel, Word, statistical packages (SPSS and R)
4. Ability to problem solve
5. Great attention to detail
6. Decision making skills
7. Confidentiality compliance, informational accuracy, and production
8. Strong multitasking skills
9. Willingness to learn and expand data management systems and skills

Responsibilities:

1. Assist in the creation of member-level surveys, both on the agency and program level.
2. Assist in administrating agency level surveys, collect data, and analysis data.
3. Verifies data entry by reviewing, correcting, deleting, or reentering data as needed.
4. Verifies the data collected is accurate and corrects data where necessary.
5. Obtains further information for incomplete documents.
6. Stores completed documents in designated locations.
7. Complies with data integrity and security policies established by the agency.
8. Abide by Article 27F and Albany Damien Center member confidentiality practices.
9. Fully engage in self-care to promote physical, emotional, and spiritual well-being

The Albany Damien Center's mission is to enhance the lives of people affected by HIV/AIDS in an affirming environment and to reduce new infections in the communities we serve. Our vision is a community where people with HIV/AIDS achieve their desired potential and are respected as coworkers, neighbors, and friends, while striving for an HIV free generation.

The Albany Damien Center is committed to building a culturally diverse volunteer base and strongly encourages applications from minority candidates, women, persons from our LGBTQ community, persons living with HIV/AIDS, and persons formerly homeless.

To Apply: Please send 1) cover letter 2) resume and 3) list of three professional references by e-mail to careers@albanydamiencenter.org . Applications will be accepted via e-mail and are encouraged to have all attachments. Continuous recruitment until position filled.