



## Centri Tech Foundation

### Analyst Internship Program

[Centri Tech Foundation](#), a national nonprofit organization focused on digital advancement to improve lives and connect people to the digital economy, seeks an analyst interested in tech-enabled social impact and building a multi-faceted nonprofit. We are especially seeking candidates with a strong foundation in data science, data visualization, and research.

Our analyst program is fully remote and all positions are paid. Analyst positions are offered year-round during Summer, Fall, and Spring sessions. During Spring and Fall, analyst positions are available for a minimum of 10 hours/week and a maximum of 20 hours/week. During Summer, analyst positions are available for a min of 20 hours/week and a maximum of 40 hours/week.

Successful candidates will demonstrate an orientation toward social impact and innovation, strong writing ability, strong research and analytical skills, ability to work in a fast-paced environment, a high degree of self-motivation, and ability to collaborate and work as part of a diverse, fully remote [team](#).

Centri Tech Foundation is in its fourth year of operations in 2024 – an entrepreneurial enthusiasm and approach is a must-have. We seek passionate, hard-working individuals who aspire to address seemingly impossible challenges and contribute to creative solutions that enable people and communities to thrive. Commitment to racial equity, diversity, and inclusion is a must.

We believe that when people are connected, our possibilities are limitless.

*- Application Instructions and Job Descriptions on the Following Page -*

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### Application Details

**Position:** Spring Analyst  
**Start Date:** January 2024 (flexible)  
**End Date:** May 2024 (flexible)  
**Duration:** 12 weeks (with the possibility to extend)  
**Rate:** \$18/hour  
**To Apply:** Submit a brief cover letter and resume to [hello@centritechfdn.org](mailto:hello@centritechfdn.org)  
**Deadline:** Rolling

Applicants with academic and practical backgrounds in social impact, social justice, and social entrepreneurship are highly encouraged to apply. Those with backgrounds in public policy, community development, housing, philanthropy, impact investing, data visualization, web development, or communications will be given special consideration. Relevant experience in community-based organizations or social media is a plus.

### Analyst Focus & Duties

**Social Justice Innovation Awards:** The Analyst will provide critical operational support for the Social Justice Innovation Awards (SJIA) program, working closely with the Program Director to ensure the program's success. This role will involve bolstering nominator outreach efforts, offering support for application management, assisting in maintaining internal compliance, and actively fostering efficient communication with various stakeholders, including nominators, applicants, and reviewers. Additionally, the Analyst will actively assist in implementing the SJIA Fellowship program for awardees and contribute to the establishment of an alumni community. This role offers an exceptional opportunity to gain practical experience in project management, social impact, entrepreneurship, and social justice initiatives.

### Past Analyst Projects

**Resource Development:** The Analyst will support efforts to build strategic partnerships to promote digital advancement, including conducting research, drafting language, and compiling necessary documentation for grant proposals and applications; updating project management tools, such as spreadsheets, contact lists, timelines, etc.; creation of marketing and communications materials, e.g., collateral, newsletters, social media posts, and web content.

**Digital Advancement Institute:** The Analyst will support policy-related projects to promote broadband adoption and workforce development, including analysis of federal, state, and municipal policy activity; development of education and training content for policy leaders; drafting of statements, briefings, and reports; and developing digital content.

**Digital Integrators:** The Analyst will support the development and implementation of a national program focused on community-led innovations to connect residents to the internet and digital skills for workforce development.