



Graduate Analyst Program, Spring 2024

[Centri Tech Foundation](#), a national nonprofit organization focused on digital advancement to improve lives and connect people to the digital economy, seeks a graduate analyst with an interest in tech-enabled social impact and building a multi-faceted nonprofit. We are especially seeking candidates with experience at the graduate level or equivalent who bring 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 entering 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 to contribute to creative solutions that enable people and communities to connect, and to thrive. Commitment to racial equity, diversity, and inclusion is a must.

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



Application Details

Start Date: January 2024 (flexible)

Ideal Commitment: May 2024 (flexible)

Schedule: Monday - Friday minimum 20 hours and maximum of 40 hours/week

Compensation: \$20-25/hour, graduate or equivalent, based on experience, 12 weeks

Application: Submit a brief cover letter and resume to hello@centritechfdn.org

Deadline: December 12, 2023 (flexible)

Applicants with academic and/or practical backgrounds in one or more of the following areas are encouraged to apply: data science, data visualization, data analysis, front-end web development, public policy, housing, community development, labor, economic mobility, social justice, community development, philanthropy, and impact investing.

The analyst will primarily support the maintenance and amplification of a [municipal data tool](#) to help city leaders promote Digital Advancement. The analyst will also conduct data gathering and analysis to help inform strategic priorities and program design. Other projects may involve data visualization and the prototyping of new data tools, as well as general support.

Examples of Analyst Projects

- **Programmatic Support**
 - A digital skills and workforce [innovation program](#)
 - A national [social justice innovation awards program](#) focused on systemic solutions to advance social and racial justice and economic inclusion
 - Assist with events and engage in other forms of community outreach
- **Research**
 - Conduct policy research and analysis, and write policy memos
 - Review and synthesize research reports, publications, and presentations related to programmatic priorities, including public policy and resource development
 - Support our advocacy and outreach by monitoring the news environment for issues, reporters, and opportunities
 - Support our fundraising and strategic partnership efforts by gathering research and information related to private philanthropy, corporate giving, and public grantmaking opportunities



- **Communications**

- Curate content, write press clip summaries, and support newsletter distribution
- Draft press releases, editorials, and other copy for internal and external channels
- Develop CTF-branded collateral (e.g., presentations, one-pagers, microsites)
- Write and publish social media posts and maintain regular engagement on [LinkedIn](#) on CTF's behalf
- Produce blog posts for our [Digital Advancement Institute](#)

Required skills and desired attributes:

- Familiarity or proficiency with Python, d3, or equivalent data visualization tools is a plus
- Data analytic skills and/or familiarity with R
- Prior experience working to develop data indices is preferred but not required
- Excellent organizational skills
- Strong written and verbal communication skills
- A bias for design and ability to communicate design and/or product ideas
- Able to work in a fully remote working environment
- Able to organize and facilitate engagement of external partner organizations
- Experience working with data and tech for social good is a plus
- Previous professional work experience (not including internships) in related fields a plus
- Proficient in Google Suite (Gmail, Docs, Sheets, Presentations), Slack, and Zoom
- Able to balance multiple deadlines and keep projects moving in an entrepreneurial setting
- Pays close attention to the latest research and innovative business practices
- Thrives in a fast-paced, collaborative environment with a consistent willingness to learn
- Must be based in the U.S.

Let us know if any of these skills apply to you, too!

- Drafting organizational and/or policy memos for internal and/or external audiences
- Wix or equivalent CMS manager
- Mailchimp (or equivalent) design and optimization
- Audience growth on LinkedIn, newsletters
- Nonprofit resource development