



Centri Tech Foundation
2025 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, research, and plan implementation.

The Centri Tech Foundation will enter its fifth year of operations in 2025 – entrepreneurial enthusiasm and approach are must-haves. 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.

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](#).

Examples of Analyst Projects (Current and Past):

Resource Development: Support fundraising, including CMS, donor engagement, prospect research, proposal development, project management, marketing and communications, e.g., collateral, newsletters, social media, and web content.

Digital Content: Support development of a national digital services platform, including content curation and creation; visual asset development; research and vetting; documentation of content schedules, resources, and content partners; and collaboration with internal and external teams.

Social Justice Innovation Awards: Support program outreach, application and selection, and engagement with nominators, applicants, reviewers, and fellows.

Digital Advancement Institute: Support data and policy-related projects including partner engagement, policy analysis; development of education and training content; drafting of statements, briefings, and reports; and developing digital content.

Digital Integrators: Support the development and implementation of a national program focused on connecting residents and communities to digital skills for workforce development.

- Application Instructions and Job Description on the Following Page -

**Centri Tech Foundation
Analyst Internship Program
Application Details**

Position: Spring Analyst
Start Date: January 2025 (flexible)
End Date: May 2025 (flexible)
Duration: 12 weeks (with the possibility to extend)
Rate: \$18 - 20/hour; 10 hours per/week minimum
Location: Fully Remote; Must be based in the U.S.
To Apply: Submit brief cover letter and resume to 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.

Position Description

[UPDATE]

As the Analyst, you will report to CTF's Program Director of Digital Advancement Initiatives. Your day-to-day duties will require you to work closely with the CTF and our partners. You will play a key role in supporting 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, while also contributing to the broader goals and priorities of the Centri Tech Foundation.

How You Will Contribute to Our Impact

- Conduct in-depth analysis of federal, state, and municipal policy activities related to broadband adoption, digital equity, and workforce development.
- Develop educational and training materials tailored for policy leaders, fostering informed decision-making and impactful advocacy.
- Draft high-quality statements, briefings, and reports to inform stakeholders and support organizational goals.
- Create compelling digital content to engage diverse audiences and amplify the foundation's policy initiatives.
- Collaborate across teams to align policy efforts with the broader mission and strategic priorities of the Centri Tech Foundation.
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What You'll Bring to Our Team:

- At least 2-3 years of direct experience working to promote social impact

- Demonstrated commitment to digital equity policy and programs
- Experience in web-based content writing and editing is a plus
- Strong communication skills, with excellent writing in diverse formats and presentation skills
- Strong research and analytical abilities
- Working knowledge of social media trends, tools, and strategies is a plus
- Familiarity with Content Management Systems; working knowledge of WordPress a plus but not required
- Attention to detail and commitment to maintaining high-quality standards
- Ability to work collaboratively in a team environment, as well as independently when necessary
- Strong organizational and time management skills to handle multiple tasks and deadlines effectively
- Demonstrated commitment to diversity, equity, and inclusion and experience working to advance outcomes for underserved communities
- Willingness to work hard and have fun while making a positive difference in the world

Application Instructions

To apply, please submit a cover letter and resume to hello@centritechfdn.org. Applications will be considered on a rolling basis.