



## Graduate Analyst Program, Summer 2025

[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 Graduate Analyst Projects (Current and Past):

**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.

**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.

**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.



## Graduate Analyst Application

Candidates for Summer 2025 are welcome to apply!

**Start Date:** May 15, 2025 (flexible)

**Ideal Commitment:** May-June to July-August 2025

**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](mailto:hello@centritechfdn.org)

**Deadline:** April 28, 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.

### 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 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.

### Application Instructions

To apply, please submit a cover letter, resume and 2 writing samples to [hello@centritechfdn.org](mailto:hello@centritechfdn.org).

**CTF**