



## Centri Tech Foundation *Graduate Analyst Program*

[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 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 third year of operations in 2023 – 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.

### **2023 Analyst Program Details**

**Start Date:** January 17, 2023

**Ideal Commitment:** January to May 2023 (ideally through June 2023)

**Deadline:** Rolling

**Grad Analyst Compensation:** \$20-25/hour, based on experience

**Application:** Submit a brief cover letter and resume to [hello@centritechfdn.org](mailto:hello@centritechfdn.org)

- Job Description on Following Page -



## Graduate Analyst

Spring 2023

The Graduate Analyst will support program development and execution. You will:

- **Programmatic Support**
  - Support the development, implementation, and amplification of programs that are newly launched, launching, or in the design phase, including:
    - A digital skills and workforce [innovation program](#).
    - A [municipal data tool](#) to help city leaders promote Digital Advancement.
    - A national [social justice innovation awards program](#) focused on systemic solutions to advance social and racial justice and economic inclusion.
  - Conduct policy research and analysis, and write policy memos.
  - Assist with events and engage in other forms of community outreach.
- **Research**
  - 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 growth and distribution for our weekly newsletter.
  - Assist with drafting press releases, editorials, event advisories, 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:**

- Previous professional work experience (not including internships) in related fields preferred but not required
- Excellent organizational and communication skills in a fully-remote working environment
- Strong written and verbal communication skills
- Proficient in Google Suite (Gmail, Docs, Sheets, Presentations), Slack, and Zoom
- Able to organize and facilitate engagement of external partner organizations
- Able to balance multiple deadlines and keep projects moving forward in an entrepreneurial setting
- Experience working with a startup committed to social impact and use of data and tech for good
- Pays close attention to the latest research and innovative business practices
- Thrives in a fast-paced, collaborative team environment with a consistent willingness to learn
- Applicants with academic and practical backgrounds in the areas of communication, public policy, public administration, political science, data visualization, data science, social impact, community based organizations, philanthropy, and impact investing are encouraged to apply
- 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
- A bias for design and ability to communicate design and/or product ideas; Familiarity or proficiency with Python, d3, or equivalent data visualization tools is a plus
- Data analytic skills and/or familiarity with R
- Wix or equivalent CMS manager
- Mailchimp (or equivalent) design and optimization
- Audience growth on LinkedIn, newsletters
- Nonprofit resource development