

Data Driven Detroit (D3), a nonprofit hub for community information, seeks a data intern.

D3 provides leadership and expertise in community data collection, evaluation, and research to inform positive change in Detroit and its metropolitan area. This work supports public, nonprofit, and philanthropic organizations engaged in human services, education, health, employment, and community development policy and programs. D3 operates on the belief that better information leads to better communities and that quality data and research empowers communities.

### **Position Description**

As an intern, you will do data gathering, database cleanup and metadata creation.

Specific responsibilities of the intern include:

- Convert data from original format into a relational database
- Prepare and process tabular data for georeferencing
- Edit, update, and maintain databases
- Maintain metadata
- Ensure quality assurance of data

### **Skill Requirements and Preferred Qualifications**

- Some level of college education
- Solid working knowledge of Microsoft Windows 7 and Office 2010
- Experience with MS Access
- Highly motivated; Self-Starter
- Effectively collaborate as a member of a development team
- Experience with web development and GIS database development are a plus

Compensation: Intern position

Hours: 20-35 hours / week; scheduling flexible, between 8am and 6pm

Start Date: Immediate

City Connect Detroit, the incubating organization housing Data Driven Detroit, and Data Driven Detroit are equal opportunity employers. Women, minorities, and veterans are encouraged to apply.

Interested persons should send a cover letter and resume to: [askkurt@datadrivendetroit.org](mailto:askkurt@datadrivendetroit.org)