



2019 DATA RESEARCH INTERNSHIP

Education, Community Data, and Aquaculture

The Island Institute, a nonprofit organization based in Rockland, Maine, seeks a motivated, self-starting college or masters-degree student for an unpaid summer internship designed to promote hands-on learning in a professional, collegial atmosphere. The intern will receive guidance and support from a staff advisor as well as from a team of talented professionals who are passionate about the Maine coast and island communities.

Position Summary

The Data Research intern will transfer, collect, and update data for existing Education, Community Data, and Aquaculture projects into the Institute's developing participant and impact tracking database. He/she will also develop tools for displaying and sharing those data.

The anticipated weekly schedule is approximately 20-30 hours per week for up to 10 weeks, and the duration of the internship is from approximately June 1 to approximately August 9, based on the student's availability. The intern will work primarily in the Island Institute's Rockland office, with limited opportunity to work remotely.

Anticipated Learning Outcomes

- Increased knowledge of real-world challenges facing nonprofit organizations and island/remote coastal community partners in tracking impacts of, and sharing information about, community development projects and models;
- Participation in the Island Institute's staff development by attending monthly all-staff training sessions and other professional development opportunities as offered;
- Greater awareness and understanding of Maine's island and remote coastal communities, and their efforts to increase sustainability through community development initiatives;
- First-hand experience to increase data collection and database management skills.

Essential Responsibilities

- Part 1: Education Team (approximately 125 hours)
 - Transfer data on scholarships, students, and schools to the database
 - Collect and update information on current island and coastal schools
 - Update the scholarship web page and parent tool box
 - Develop tools for creative visualization of education program impacts (graphs, infographics, testimonials, etc.)
- Part 2: Community Data Team (approximately 125 hours)
 - Development and improvement of current Community Profiles; creation of new Community Profiles following the pre-established template
 - Collect and document data sources in Maine and beyond on topics related to the upcoming Waypoints publication, following proper standards
 - Integrate data sources into database via simple export/import and/or configuration of APIs

- Part 3 : Aquaculture Team (approximately 50 hours)
 - Collect and enter a survey of past aquaculture program participants into database: provide written summary of results. Identify general trends
 - Organize/suggest new survey objectives and refine survey questions for fall survey launch

Desired Qualifications

- Online research and documentation skills
- Proficiency with Microsoft Office Suite, especially Excel
- Training in statistics and data analysis
- Fluent with relational databases and related technology
- Self-starter, flexible, and excellent organizational/time-management skills
- Desirable but not required:
 - Geographic information systems competency
 - Fluency in computer programming languages (i.e. JSON, Python, SQL, etc.)

Direction and Support for Internship

- Orientation during the first week of the internship with frequent in-person meetings with Meghan Grabill, intern advisor, and a group internship kick-off meeting with entire team
- Onboarding meetings during first two weeks of internship to clarify and confirm specific project goals and completion dates
- Weekly check-ins with Meghan Grabill and meetings with other team members as needed to provide support for meeting project goals
- Frequent email and/or phone contact with advisor and team members throughout the internship to answer questions, clarify expectations, and problem-solve any issues
- Final review/two-way evaluation

How to Apply

Please submit a cover letter, current résumé, and the names and contact information of at least two academic and/or professional references via the link below.

The internship placement will remain open until filled, but preference will be given to applications received by Friday, April 19, 2019. Please contact Nancy McLeod Carter at ncarter@islandinstitute.org or 207-594-9209 x133 if you have questions prior to submitting your online application [here](#).

For more information about the Island Institute and our work, please visit our website [here](#).