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## 2021 COMMUNITY DATA SUMMER INTERNSHIP

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The Island Institute, a nonprofit community development organization based in Rockland, Maine, seeks a motivated, self-starting college or master's degree student for a paid summer internship designed to promote hands-on learning in a professional, collegial environment. 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 its year-round island communities.

### Position Summary

The Island Institute's Community Data team is currently working on three important print and/or online resources, including the [Waypoints](#) publication, an infographic-rich publication that provides compelling, often never-before-seen data to communicate defining aspects of Maine's coastal and island communities. For a student interested in database management and integrity, this internship will provide significant opportunities to gain valuable experience and hone career development skills, including the opportunity to learn the basics of the ArcGIS platform. Specific projects will include, but are not limited to:

- Assistance in cleansing and processing data for the upcoming *Waypoints* publication
- Updating data for the Community Profiles through the U.S. Census Website
- Cleansing, adding to, and updating the email and mail distribution lists for the *Waypoints* publication
- Creation of ArcGIS Online Story Maps or Web Apps

### Duration, Schedule, and Payment

This internship runs from approximately June 7 to August 13, based on the student's availability. The anticipated weekly schedule is approximately 20-30 hours per week for up to 11 weeks. The preference is for the intern to work at the Island Institute's Rockland office, but consideration will be given to remote work. (The intern will work remotely as long as the Island Institute's current policy for all staff to work remotely is in effect.) The intern will be paid up to \$2,000 as an independent contractor according to project benchmarks met and final deliverables outlined in the independent-contract agreement.

### Desired Qualifications

- Proficient use of Excel and all other Microsoft Office products
- Basic understanding of how to cleanse data and why it matters
- Intermediate GIS skills
- Comfort in calling and emailing community members to request information
- Detail-oriented and independently driven
- Familiarity with the ArcGIS Online platform is a bonus
- Advanced statistical analysis knowledge (regression analysis, data mining, spatial analysis, etc.) double bonus

### **Anticipated Learning Outcomes**

- The intern will learn how a nonprofit organization uses data analysis to translate it into real-world applications. Data at the Island Institute is used for internal strategic decision-making, external sensemaking and storytelling, and to inform/guide/support community members.
- The intern will also be given the opportunity to create a story map or web app for the Island Institute that will be used by the Institute going forward. If the intern has not used this platform before, guidance, support, and training will be given to the intern to provide them with a new skill set.
- As desired and if relevant, connections to partner organizations and individuals within the organizational networks of the Island Institute will also be provided.
- The intern will also have the opportunity to work in a professional setting with many passionate, experienced people.

### **Direction and Support for the Internship**

- The intern will keep a shared document with ongoing work where the advisor will add resources and relevant information. This will be used for the weekly check-ins to gauge progress and assess where more support is needed.
- Projects will be assigned and resources will be shared with the intern as the intern has time/capacity for new projects. Multiple projects may be going on simultaneously, and the advisor will be available via Slack, email, or phone call to answer questions.
- The communications schedule will be as follows:
  - Weekly check-ins with Meghan Grabill, Senior Community Development Officer
  - As-needed meetings with other staff depending on project focus
  - Ongoing availability for time with Meghan for questions/issues during normal business hours

### **Orientation**

- **Week 1:** The intern will be given Island Institute resources and the opportunity to familiarize themselves with the work of the Island Institute. The check-in this week will be about sharing the resources and welcoming the intern.
- **Week 2:** The check-in will focus on questions generated from the intern's investigation and developing goals for the summer that align with organizational priorities and the intern's studies/career goals. The intern will be assigned their first task this week.
- **Week 3:** Progress on the assigned task will be discussed and new projects assigned as the intern is ready for them. The check-in will be spent on assignments given, progress made, and questions the intern has for the projects. Time will be spent at each meeting to discuss the overall goals set in the second week. All following weekly check-ins will follow a similar format.

### **How to Apply**

The internship placement will remain open until filled, but preference will be given to applications received by Friday, May 7, 2021. We are only accepting online applications.

Please click [here](#) to apply.

If you have questions prior to submitting your online application, you are welcome to reach out to Nancy McLeod Carter at [ncarter@islandinstitute.org](mailto:ncarter@islandinstitute.org) or 207-594-9209 x133.

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