



Research and Data Collection Intern Job Description

GENERAL DESCRIPTION:

The St. Louis Area Foodbank strives to be a data driven organization to increase and improve food security through our 26 county, bi-state service territory. The Research and Data Collection intern will support the Programs and Partner Agency Services department by surveying neighbors in person and over the phone from various racial, ethnic, and socio-economic backgrounds as well as gain experience with data collection processes, various data collection applications, and evaluation processes.

WORK LOCATION:

St. Louis Area Foodbank
70 Corporate Woods Drive
Bridgeton, MO 63044

Various program and agency locations through our 26-county service territory.

Research and Data Collection Intern Objectives:

- In depth understanding of local and national hunger and poverty issues.
- Build and strengthen data collection and management skills.
- Build and strengthen writing skills for developing processes and documentation.
- Build data analytic skills through conducting neighbor surveys, entering neighbor survey responses, and supporting to build reports of those surveys.

RESPONSIBILITIES:

- Research, create, and improve neighbor surveys to understand the complexities of food insecurity in different communities as well as identify/understand the neighbors needs to help guide program improvement.
- Work with the Programs and Partner Agency Services teams to identify specific locations to conduct neighbor surveying
- Attend various food distributions to survey the neighbors who participate in the programs.
- Data entry for the survey responses in Qualtrics Web Application.
- Conduct phone surveys for Transitional Housing participants.
- Assess and update the documentation data collection process
- Support the Mobile Programs Coordinator and Youth Program Coordinator with monthly Program Partner reporting
- Support the Programs Team with entering Mobile Market events on the St. Louis Area Foodbank website events page.

QUALIFICATIONS:

- Currently enrolled or recently graduated from an accredited college or university with an educational background in Sociology, Social Work, Psychology, Communications, Computer Science, Math, Statistics, or Business Management.
- Experience writing processes and documenting procedures.
- Experience working with online databases (SQL, Tableau, etc.), a plus.
- Ability to analyze and compile data reports.

- Strong computer skills and Microsoft Office Suite experience.
- Experience working with a variety of communication tools such as email, phone, and video.
- Excellent oral and written communication, interpersonal and presentation skills.
- Strong customer focus.
- Team oriented.
- Ability to think strategically while acting tactically.
- Excellent organizational skills.
- Keen attention to detail.
- Self-starter with strong problem-solving skills.
- Ability to manage multiple projects, handle interruptions, maintain focus on tasks and produce accurate work.
- High level of comfort working with a large population of various racial, ethnic, and socio-economic backgrounds in an urban setting.
- Volunteer experience. Non-profit experience preferred. Food service/Food banking industry, a plus.
- Passion for the Foodbank mission and the ability to demonstrate SLAFB's Core Values: Stewardship, Teamwork, Agility and Respect.
- Bi-lingual Spanish speaking, a plus!
- Must have reliable transportation with proof of insurance and be willing to travel throughout jurisdiction.
- Must be able to pass drug screening and criminal background check.

This position requires standing for extended periods of time, both in and outdoors, regardless of weather conditions. Special events and other projects related to this position may require evening and/or weekend work.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TIME REQUIREMENTS

There is flexibility with this internship. Time and schedule are subject to change if an individual needs to increase or decrease total hours of internship. Normal office hours are 8 a.m. – 4:30 p.m., so weekly schedules will be set within that time frame except for attendance at community or Foodbank events after hours.