



Zone 126 Data & Evaluation Intern

Our Mission

Zone 126 is driving community transformation for children and families in Astoria and Long Island City's concentrated pockets of poverty in zip codes 11101, 11102, and 11106.

Our Vision

For every child to graduate from high school prepared for college, and enter the workforce equipped with the skills needed to thrive in a 21st century world.

The Problem

More than 20,000 families are living in concentrated pockets of poverty in Astoria and Long Island City. Over 8,000 are children. A child living in poverty faces multiple environmental, social, and physical barriers to academic success. Zone 126 exists to break down those barriers.

For more information, please check out our website at www.Zone126.org and our infographic video at <https://vimeo.com/98286151>

Position Summary

In order to support the development of a Cradle to Career pipeline, Zone 126 is conducting a study that examines how a student's participation in a diverse set of school supports, facilitated by Zone 126, breaks down barriers to academic achievement and impacts their development as they advance from Kindergarten to career. Reporting to the Data & Evaluation Associate, the Data and Evaluation Intern will assist with data collection, data entry, quality assurance processes, analysis, and report preparation.

Essential Duties and Responsibilities

The Data & Evaluation Intern will have the following primary functions:

- Organize and maintain paper and electronic files and inventory
- Assist with data entry and database management.
- Help coordinate data collection logistics at schools.
- Perform any other duties as required or assigned

Education

- Must be an undergraduate student from an accredited college or university in Social Sciences, Public Policy, Statistics or a related field

Knowledge, Skills, and Abilities

- Demonstrated proficiency in Microsoft Office, Excel, Word PowerPoint
- Detail oriented, well-organized, logical and able to function in a fast paced environment with the ability to complete assignments within specific deadlines.
- Exceptional interpersonal skills
- Ability to communicate in Spanish (optional)
- Interest in social and/or educational research, statistical analysis and large data sets
- Excellent organizational skills

How To Apply:

Send a cover letter and resume to Genesis Machado, Data & Evaluation Associate, careers@zone126.org. Please note the job title in the subject line.