Position Description

Job Title: Research Intern

Program: Business Development

Reports to: Carla Gaouette

Internship Period: January – May 2019 (spring semester)

Schedule: 10-12 hours per week, flexible schedule

Pay Rate: Negotiable

SUMMARY:
Viability believes that individuals with disabilities and other societal disadvantages are an essential resource for our country’s future. Our mission is to help build a world in which individuals with disabilities and other disadvantages realize their full potential.

We are seeking a responsible, goal oriented intern to join our growing organization. In this position, the Research Intern will work under the direction of the Senior Vice President of Business Development and is responsible for conducting research on state funding and documenting their process for conducting state funding research.

DUTIES AND RESPONSIBILITIES:
- Research state funding available for employment of people with disabilities.
- Create a database to record and centralize all data collected, organized by state.
- Document all research processes and findings.
- Answer inquiries for department on an as needed basis.
- Perform clerical duties including responding to email messages, scheduling meetings, maintaining files, organizing documents, photocopying as needed.
- Attend trainings and meetings as required or requested.

REQUIREMENTS AND QUALIFICATIONS:
- Must be 18 years old
- Bachelor’s Degree
- Must be enrolled in an accredited university/college Master’s Degree program to receive credit. Preferred programs of study in Non-profit Management, Business, Grant Writing, and/or non-profit funding. Competitive candidates will generally poses a 3.4 GPA or higher and a strong academic record.
- Demonstrated interested in conducting research, prior research experience preferred
- Ability to analyze and summarize data efficiently
- Self-directed and able to work with minimum supervision
- Proficient computer skills including Microsoft Office, Excel, Outlook, Word and PowerPoint
- Excellent verbal and written communication skills
- Prior office experience helpful
TO APPLY:
Interested candidates please email cover letter and resume to:
Carla Gaouette, Senior Vice President
Viability, Inc.
5 Franklin Street
Northampton, MA 01060
Email: cgaouette@viability.org
Telephone: 413-584-1460

Interviews will be scheduled starting in early September and interested applicants are encouraged to apply starting September 1st. We will accept applications until we fill the position.