# PROGRAM DATA & PLANNING INTERN

## PART-TIME INTERNSHIP

**Overview:**

AFSSA (Asian Family Support Services of Austin) is looking for a thoughtful Program Data & Planning Intern (Part Time) to help us collect, evaluate, and interpret our agency data.

**Essential Duties & Skills:**

• Experience with Microsoft Suite, including Microsoft Forms & Power BI

• Experience with collecting, evaluating, and interpreting data

• Interest in nonprofit operations & social services

• Ability to work with the Data Manager on new protocol and visualizations

• Research data collection strategies and best practices

• Research data evaluation strategies and visualization methods

• Ability to absorb and interpret information in order to work independently

**The Details:**

Unpaid, opportunity for credit in college courses

10 hours/week, with flexible scheduling and potential to work remotely

Potential to extend an additional semester

**Preferred Skills:**

• Experience w/ Asana or similar project management platform

• Experience with Cognito Forms or similar form creation platform

• Experience with data visualization systems such as Tableau

• Experience with databases such as Osnium

*AFSSA is an equal opportunity employer and does not discriminate on the basis of age, sex, race, language, ethnicity, religion, national origin, gender, gender expression, gender identity, marital status, sexual orientation, or status as a veteran with a disability.*

**ASIAN FAMILY SUPPORT SERVICES OF AUSTIN**