



## Job Description Data & IT Intern

### MISSION

YouthBuild DC Public Charter School (YouthBuild PCS) is an alternative high school for young people seeking to transform their lives by re-engaging in their education in a non-traditional school environment. YouthBuild PCS prepares students for post-secondary education and the workplace by offering, in English and Spanish, academic, vocational and workforce development programs. YouthBuild PCS believes that service to the community is an essential part of the transformative process. Therefore, students serve their community through volunteer projects and by creating housing for low-income residents in the Washington, DC metropolitan area.

For more information about YouthBuild PCS, visit [youthbuildpcs.org](http://youthbuildpcs.org).

### RESPONSIBILITIES

We are looking for a Data & IT Intern to support the collection, cleaning, and analysis of student data. The Data Intern will report to the Data & IT Manager.

#### Essential Duties and Responsibilities:

##### Data entry, reporting and analysis:

- Responsible for data entry and data quality assurance in all data systems
- Support the production of data dashboards including data related to attendance, discipline, assessments, enrollment, placement, and accountability to drive decision-making and instructional practice
- Provide ad-hoc research and data analysis

##### Enrollment and records management:

- Maintain high quality student records in data systems
- Maintain, generate, and distribute student demographic, attendance, discipline, and student progress information

##### Data and IT support:

- Provide data and IT support (including but not limited to trouble-shooting technological challenges) for school staff and students
- Manage asset inventory; including student chromebooks and hotspots
- Maintain email listservs

##### Communications:

- Manage regular updates to the school's website
- Manage school social media accounts in support of student recruitment

### QUALIFICATIONS

Ideal candidates will have the following education and experience:

- Interest in quantitative data collection, analysis, interpretation, and reporting, especially in the education sector
- A positive attitude, enthusiasm, and flexibility
- Keen attention to detail

### HOW TO APPLY

Please email a resume and brief cover letter to **Morgan Wolf** at [morgan.wolf@youthbuildpcs.org](mailto:morgan.wolf@youthbuildpcs.org)

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