Data Intern

About Citizens’ Committee for Children of New York
Citizens’ Committee for Children of New York (CCC) is an independent, nonprofit, child advocacy organization. We educate and mobilize New Yorkers to make the city a better place for children. Our advocacy is grounded in the facts about the conditions in which children live in New York City and combines public policy research and data analysis with citizen action. We cast light on the issues, educate the public, engage allies, and identify and promote practical solutions to ensure that every New York City child is healthy, housed, educated and safe.

About CCC’s Research & Data Team
We are a small, dynamic team with a passion for using and sharing public data. In addition to our expertise in data analytics, we have experience conducting research on a wide range of topics including workforce development, education, housing, health and mental health, immigrant issues, and using participatory and community based research methods. In collaboration with the Assistant Executive Director for Research and other staff, the Data Intern will support the ongoing development of CCC’s flagship data resource, Keeping Track Online, data.cccnewyork.org.

We are looking for someone who...

• has a very strong attention to detail, excellent organization skills, and experience with cleaning, organizing, and manipulating data. Experience using data analysis and visualization software, such as ArcGIS, is a plus.
• is interested in policy advocacy to improve child and family well-being in New York City and is committed to CCC’s mission in using fact-based advocacy to ensure every child is healthy, housed, educated and safe.

You’ll gain experience in...

• accessing and working with government administrative data (e.g., DoHMH Vital Statistics, U.S. Census American Community Survey, and other city administrative data sources) at various geographic units within NYC (e.g., Community Districts, Public Use Microdata Areas, School Districts, etc.)
• using analytics programs such as Excel and SPSS (with option to use open source software, if preferable)
• learning our online database interface, Data Center and understanding the web development process of the Keeping Track Online
• researching comparable online platforms across the nation, other states and localities

Your day-to-day activities will include...

• downloading, cleaning, and preparing data files that are the key components of Keeping Track Online
• recording detailed notes about data source information and methods used to analyze datasets
• identifying and investigating new data sources to expand and improve the indicators available
• collaborating with CCC staff and our database developers to troubleshoot issues and develop new features
• participating in regular meeting with Research & Data team staff
• contributing to and managing the Research & Data team’s resource library

This is a non-paid internship with flexible hours, between 8 to 20 hours per week. Students interested in course credit are encouraged to apply. We are happy to work with programs to meet internship or course credit requirements.

To apply
Please send your resume, cover letter, and contact information for two references to Lorraine Tate, ltate@cccnewyork.org. Please specify your availability in terms of both start and end dates and weekly hours in your cover letter.