



2021-2022 Fortune Society Volunteer/Internship Program

Our Mission: The Fortune Society's mission is to support successful reentry from incarceration and promote alternatives to incarceration, thus strengthening the fabric of our communities.

Opportunity Title: Research Data Management Intern

Type: Intern, un-paid (2 positions)

Department/Reports To: Emmanuelle Laguerre, Nutrition Research Coordinator

Location: Remote

Tentative Schedule: Flexible based on intern's availability; 14 hours per week

Duration: Fall Sept 1st-Dec 15th

Application Deadline: Fall ASAP

Position Summary: The Research Unit of the Fortune's Food and Nutrition Department is currently conducting an evaluation study on food budgets for the Harlem community. This research is to identify whether a food voucher increases the purchase of food and vegetables of low-income communities. The Research Assistant Intern will work along with the Nutrition Research Coordinator to perform the following:

Tasks:

- Transfer data from scanned documents to Excel.
- Manage the dataset (organize data in Excel) to facilitate data analysis done by the Nutrition Research Coordinator.
- Contact participants to obtain consent for the follow-up study

Preferred Qualifications:

- Must be able to work with a large set of data
- Excellent organizational skills
- Strong ability to work independently
- Detail-orientated
- Computer literate; **must own a Mac**
- Bilingual English/Spanish preferred.
- Prefer candidate has interest in research in nutrition/dietetics, health science, or public health.
- Pursuing Graduate degree or recently graduated with Masters.
- Must be 18+ of age

Learning Objectives:

- Part of the data collection process of research.
- Learn data management skills in the nonprofit sector.
- Learn data cleaning and organization.



The Fortune Society
BUILDING PEOPLE, NOT PRISONS

Additional Requirements

- Must have personal laptop (Mac) with reliable internet connection
- Must submit an application online at <https://fortunesociety.org/volunteer-or-intern-with-us/>.
- Applications selected for a phone/zoom interview will be contacted via email to schedule. If selected to interview, candidates will need to submit their most recent resume and a cover letter.