

## ***Information for Change Intern, Summer 2010***

The Providence Plan's *Information for Change* project is based on the organization's belief that information – what exists, how it is used, and who uses it – is a fundamental aspect of community mobilization and empowerment in an age of expanding information technology. TPP is committed to providing access (through the Internet and other means) to useful, useable local information as a tool to effect positive change throughout Providence and its neighborhoods.

We are seeking an intern to assist in information-related projects. The intern will help us analyze a variety of data pertaining to education, health, juvenile justice, child welfare, demographics, housing, employment, and other urban issues. The intern will also assist in packaging and presenting information in formats that will make information more accessible and useable to the broader community. Specific responsibilities and tasks will include:

- Clean, format, and organize data files as part of the development of a “data warehouse” that will include a variety of urban information.
- Assist with city, neighborhood, and state-level data analyses. Possible focus areas include the following: health, public safety, education, and economic development.
- Work with staff and community partners to compile reference catalogues documenting data sources, strengths, limitations, definitions, values, and original data entry rules.
- Work with GIS (Geographic Information Systems) to create maps that enable interpretation of data within a geographic context.
- Use appropriate software (Dreamweaver, MS Office, Adobe products, etc.) to make information from analyses available through the Internet, presentations, and written reports.
- Additional responsibilities and tasks deemed necessary by a combination TPP's project needs and the intern's strengths and interests.

Successful candidates for this position should have a strong interest in community development, urban planning, and/or public policy. They must be extremely well organized and detail-oriented, proficient in a PC environment, and have excellent communication skills. Prior experience working with data (spreadsheet, database, and/or statistical analysis) is required, and experience with relevant software (Dreamweaver, ArcView GIS, PowerPoint) is a plus.

The intern will work directly with other senior technical and policy staff. Particular attention will be given to applicants interested in continuing this work as an intern during the Fall 2010 and Spring 2011 semesters.

Resumes will be accepted until position is filled.

Please provide references.

Hours per Week: 20-30

Beginning Wage: \$10.00/ hour.

### **Send or email resume to:**

Rebecca Lee  
Assistant Director, Information Group  
The Providence Plan  
10 Davol Square, Suite 300  
Providence, RI 02903  
rlee@provplan.org