Public Service Intern Job Description

**Agency:** Human Services Agency

**Title of Internship:**

**Department:** OSM

**Location:** Remote

**Description:**

The Human Services Agency Office of Strategy Management is seeking to hire an intern to help with various neighborhood analysis projects as well as comprehensive data visualizations and work with data spanning across different Agency departments. This opportunity will allow the intern to learn about numerous departments and programs throughout the Agency.

**Responsibilities/Sample Assignments:**

- Analyze neighborhood specific data for child welfare
- Utilize and assist with maintaining interactive Microsoft PowerBI dashboards
- Create visually appealing infographics to present data findings
- Assist on research and data gathering efforts as needed

**Qualifications/Recommendations Interests/Preferred major:**

- Interest or Experience with data visualization software (Microsoft Power BI, Tableau)
- Excellent writing and communication skills
- Experience in interpreting data or statistical analysis is a plus
- Experience with the Microsoft Office Suite (Excel, Word, PowerPoint)
- Interest in technology, automation and efficiency

**Equipment to be used:** Computer

**Hours per week:** 10-20hr