



# The **PRESIDENTS' COUNCIL**

*AN ENGINE FOR BLACK BUSINESS GROWTH*

## **The Presidents' Council Programs & Data Analyst Associate Intern**

**Supervisory Responsibilities:** N/A  
**Contacts:** Internal & External clients  
**FLSA Status:** Intern/Part-time Non-exempt  
**Hours:** 20+ hours per week

Acting as a catalyst for inclusion, The Presidents' Council *Supports, Develops, and Advocates* for our region's current and future generations of African American entrepreneurs and leaders for sustainable wealth creation through *Business Development + Entrepreneurial Support, Ecosystem Building (organizing & mobilizing)*, and *Advocacy + Thought Leadership, Capital Formation + Investments*; affecting influence and accountability at ALL levels that directly impact African American businesses and the communities we serve.

The Presidents' Council, located in downtown Cleveland with convenient access to public transportation, seeks to hire a high energy **Programs & Data Analyst Associate Intern** who is comfortable supporting the translation of complex ideas into digestible data presentations. It is necessary for the Intern to have strong communication skills and the ability to juggle multiple projects while meeting timeline expectations.

### **Purpose:**

The **Programs & Data Analyst Associate Intern** will be instrumental in assisting with program assessments ensuring programmatic goals are well documented.

### **Key Responsibilities:**

Under the supervision of the Executive Director, the **Programs & Data Analyst Associate Intern** will partake in the following activities:

- The ideal candidate will have an extraordinary commitment to making a difference in the community we serve and chasing delegated tasks. **NO EXCUSES.**
- Provide data management and analysis for studies and maintain assigned projects
- Use data source to identify and report programmatic needs
- Participate in strategic planning regarding program development and improvement
- Perform data validation and quality control checks to ensure adherence to program goals
- Design, produce, and implement distribution plan of data reports providing performance insights and recommendations for improvement; escalating identified risks appropriately
- Facilitate broad collaboration with clear communications and documentation
- Develop and manage relationships with stakeholders



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## **Key Attributes:**

***Communication Skills:*** friendly, engaging and able to establish communication in an appropriate manner. Interns are people who are in partnership with, and in authentic communication with staff, and professionals and non-professionals at all levels.

***Team Work:*** ability to work in a small team as well as be independent enough to work on projects individually. Attention to detail is very important given that we have multiple programs functioning at all times. Interns work well with others and are able to take initiative while remaining accountable to The Presidents' Council policies.

***Resilience:*** demonstrate commitment and reliability whilst remaining flexible and sensitive to a given situation. They remain calm under pressure and can give and accept constructive criticism without becoming defensive.

***Outlook:*** demonstrate a generous and positive outlook, self - confident and enthusiastic; open to learning from PC staff as well as developing mutual interests. They are able to relax and have fun while still maintaining a high level of productivity and professionalism.

***Confidentiality:*** respect the confidentiality of information shared within the organization whilst remaining accountable to The Presidents' Council policies.

## **Length of Service:**

Determined by college quarter/semester, or 3 months

## **Time Commitment:**

20+ hours per week. Hours are flexible

## **Reports to:**

Executive Director

## **Qualifications:**

- ✓ Self-motivated, entrepreneurial, extroverted individual with strong social and organizational skills
- ✓ High Standard of Personal Accountability
- ✓ Proven history of achievement
- ✓ Strong communication and writing skills
- ✓ Ability to thrive in a fast pace environment
- ✓ Strong computers skills, knowledge of MS Office Suite
- ✓ Professional, Friendly and conversational



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**Support:**

Training for this position will be provided. In addition, senior staff will provide daily instruction and be readily available for questions and assistance.

**Educational Requirements:**

- College Degree (Associates, Bachelors, Graduate); or
- Enrolled in 2 – year or 4 – year college/university in good academic standing

**Compensation**

Internships may be **paid or unpaid positions; and may be eligible for credit hours through college or university programs.** This position will provide valuable experience for anyone that has career interest in nonprofit management, social media and communications, business, entrepreneurship, and/or exploring career options. You'll work in a professional and exciting environment that will provide strong challenges with great experiences.