



JOB DESCRIPTION

Position:	Data Analyst Internship - Paid
Direct Supervisor:	Manager – External Projects, and Data Analytics
Location:	Houston, TX (Hybrid)
Salary:	\$4,200 (8-week period)

Organization Overview:

Founded in 1973, the Houston Minority Supplier Development Council (HMSDC) represents 74 major corporations locally and more than 820 certified minority business enterprises (MBEs). HMSDC has evolved into a prestigious minority business council that has received the ‘Council of the Year’ award from the National Minority Supplier Development Council 8 of the last 15 years. HMSDC’s service territory closely aligns with Harris County while emphasizing services within the City of Houston. More than two-thirds of MBE-owned company employees are ethnic minorities, which increases purchasing power in diverse communities of color. To that end, by focusing on the growth of minority-owned businesses, HMSDC impacts directly and indirectly the economic development of minority communities.

HMSDC is the only organization in the greater Houston area which serves all ethnic minority business owners across all industries. Our programs are intentionally designed to close the gaps between minority and non-minority businesses, increasing the “readiness” of participants to compete for private and public sector procurement opportunities. HMSDC’s programming is designed in collaboration with the public and private sectors to build capacity and increase the capabilities of minority-owned businesses. Our programs build an economic engine for Houston – helping MBEs achieve economic self-sufficiency and create jobs in the community.

Project Overview:

We are seeking intelligent, outgoing, and passionate intern(s) to provide exposure to business processes, research and to assist in delivering the organization’s mission of developing and growing minority business enterprises (MBEs) through data analytics. Interns will be responsible for extracting, transforming, reporting, and visualizing data on current, past, and prospective MBE and Corporate service databases.

- Learn about Supply Chain/Procurement by performing aggregate procurement analysis to support efforts of the Corporate Services department
- Visualize Corporate procurement spend reports to identify procurement gaps and strategic fulfillment
- Develop data driven reports that communicate opportunity areas and gaps in MBE utilization in key commodity and service areas.
- Design an Internal Vendor Procurement Readiness Report based on feedback from Development Initiatives (listed below) to determine best MBE internal utilization.



- MBE Leadership Academy
- Pathways to Excellence
- Total Business Development
- Assist with ARC GIS geographic mapping of HMSDC subscribed corporations and certified MBEs to determine best strategic partnership focus

Data Integrity	25 – 35%	Ensure consistency/accuracy of data
Database Maintenance	20 – 30 %	Maintain campaign databases; audit for integrity
Reporting and Analysis	20 – 30%	Perform database queries and analysis
Presentations and Reports	5 – 10%	Develop presentations and internal reports

Critical Skills:

- Strong verbal and written communication skills
- Good interpersonal skills
- SQL Intermediate
- Knowledgeable in either R or Python.
- Proficient in Microsoft Suite of Programs (Word, Excel, PowerPoint, Outlook, Power BI)
- Creative and Open Minded yet process-oriented
- Demonstrated interest and passion in entrepreneurship, startups, innovation, and the advancement of minority entrepreneurs

Additional Considerations:

- Be a currently enrolled undergraduate student who will return to college full-time (minimum of 12 credits per semester) as a sophomore, junior, or senior in the fall of 2024.
- Provide proof of university enrollment

TO APPLY: <https://form.jotform.com/240654991893168>