Posting Period: October 2023 – Until filled	**#of Positions:** 4
	Category: Information Technology / Database Management / Historian / Administrative Assistant
Organization: Gateway Community Development, Inc. (GDC)	**Salary:** Unpaid
Office Title: Research & Data Management Intern	**Status:** High School / College / Graduate School

ABOUT GATEWAY COMMUNITY DEVELOPMENT, INC. (GDC)

The purpose of GDC, Inc. is to serve civilians, veterans, individuals, couples, families, groups, faith communities, and various institutions of the community; to help them overcome barriers to improve their quality of life. To provide information, advocacy, collaboration, and referrals.

Program:
- GDC will conduct a minimum of four (4) free informational sessions.

- GDC will find resources that work with the community to provide beneficial services.

- GDC will provide schedule meetings to review paperwork, and to provide guidance on where to go to become qualified for various benefits.

OPPORTUNITY TO MAKE AN IMPACT

For a gifted student, there is a brand-new and exciting opportunity to collaborate with the members and volunteers of Gateway Community Development, Inc. The internship's objective is to carry out the necessary research, data analysis, and documentation to build a comprehensive database the individuals will use at Mount Moor Cemetery. There will be many perks available to both military personnel and civilians from lower- and middle-class backgrounds. Extracting information from books and other sources, creating a searchable database of information, maintain a website, compile reports, helping with administrative tasks, co-hosting meetings, and sending out meeting agendas are just a few of the responsibilities.

PERKS

- Upon completion of the internship, Gateway Community Development, Inc. may provide academic or professional references.
- Possibility of working with seasoned professionals in a variety of fields, including law enforcement, the military, education, and politics.
- Possibility to develop skills in data management, historical research, communication, media, and technology.
- Telework, flexible work hours.

MINIMUM QUALIFICATIONS

- Experience with Microsoft Office, Canva, PowerPoint, Zoom, Websites, Google Suite, etc..
- Attention to detail along with solid organizational and time management skills.
- Excellent writing and verbal communication skills.
- Strong collaborative skills.

Resume	**Writing Sample**	**Transcript**
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PREFERRED QUALIFICATIONS

- Pursuing a degree in liberal arts, history, business, technology, or a related field of study.
- Understanding of how relational databases work.
- Familiar with Programming languages: Python, R, SQL, C++.

- Familiarity with how to conduct a search for Historical Data.
- A strong work ethic, desire to learn, paired with a serious creative drive.
- The willingness to collaborate with a diverse and busy staff.

To apply, please send resume and cover letter to Gatewaycom22@gmail.com

<u>Please indicate your:</u>
<u>School - hours of your availability – Resume – Cover Letter (Optional)</u>