



# WE'RE HIRING: DATA COLLECTION INTERN

Ardmore Literacy Leadership, Inc. is a literacy coalition that supports 8 member organizations and 4 partner organizations in providing literacy services to adults and children in Southern Oklahoma. As a literacy coalition, member and partner organizations work together as one resource to create a more literate society. Our mission is to grow literacy and education throughout Southern Oklahoma.

**Job Description:** Ardmore Literacy Leadership is seeking an organized, detail-oriented individual to design, collect, analyze, and report on literacy services as a data collection intern during the summer months of 2019. This role supports the literacy coalition by creating a list of indicators which can be used to measure the performance and effectiveness of member organizations' literacy services. From these indicators, the intern will collect data in order to prepare a report on the effectiveness of literacy series in Ardmore.

## **Position Qualifications:**

- Must be highly motivated, detail-oriented, and well-organized
- Have a solid understanding of the importance of data or have an interest in research/social work
- Possess strong computer and internet usage skills, including familiarity with Microsoft Office Suite
- Must be comfortable traveling to member organizations to interact with leaders for data collection
- Confidentiality required
- Ability to work independently and as part of a team

**Work Setting:** The data collection intern reports to the executive director. This person would meet with the director in person or by phone at least once a week but can complete most of the data collecting remotely. This is a part-time, flexible position. Ardmore Literacy Leadership is willing to support a student meeting academic requirements for credit.

**How to apply:** Please send the following in pdf files to Laura Eastes Akers at [laura@ardmoreliteracyleadership.com](mailto:laura@ardmoreliteracyleadership.com):

- cover letter
- resume

**Application deadline:** Applications will be accepted through April 3