



JOB DESCRIPTION

Title: Intern

Reports To: Principal / Senior Consultant(s)

FLSA Status: Temporary, Non-Exempt

Position Summary

Information Insights is seeking part time Interns to join our team. The successful Intern with Information Insights brings curiosity and a growth orientation, strong verbal and written communication, and a desire to work on projects for clients across Alaska. The Intern will join a highly-collaborative work environment with opportunities to support existing projects, and lead on specific tasks in areas of professional interest and skill. Information Insights offers a flexible and supportive work environment with opportunities for professional advancement.

We hire based on a shared enthusiasm and approach to our work with clients and train for technical skills as needed. Growth candidates, those looking to explore new career opportunities, or build up their resume are encouraged to apply. This is a great position for students!

About Information Insights

Information Insights provides research-based consulting, planning, and business services to clients throughout rural and urban Alaska and occasionally beyond. We have 25 years of experience expanding our clients' capacity to fulfill their objectives through custom research and impartial analysis, strategic and business planning, public outreach and engagement, facilitation services, and administrative and program support. Our clients are municipalities, tribes, state and federal agencies, nonprofit organizations, and businesses of all sizes.

We believe the best solutions emerge when people are brought together with common goals and clarity, especially in a world that is always changing.

Our approach matches best practices and depth of knowledge with creativity and vision to develop the best solutions for our clients. We assemble a custom team for each project and tailor the process to fit the project scope. We frequently collaborate with a range of professional partners who are experts in their fields to bring in additional expertise when it benefits the project.

Our staff bring in-depth knowledge of Alaska history, cultures, and communities to all projects. We seek to bring people together to identify concerns, articulate shared values, and work toward achievable solutions. Our team includes individuals with academic and professional backgrounds in applied economics, business planning, organizational development, nonprofit administration and accounting, and grant management.

We welcome candidates who thrive in a dynamic work environment where no two days are exactly alike, and there is always something new to learn.

Typical Day for an Intern

The duties will vary depending on need, interest, and experience. Some sample project tasks are listed below.

- Drafting and editing sections of reports and proposals;
- Creation and editing of outreach materials such as flyers;
- Data collection and analysis;
- Research interviews via phone or email;
- Coordination of small projects and proposals;
- Supporting lead facilitator through note taking, breakout group facilitation, and technical support.

Professional Qualifications

The following are required:

- Good communication and interpersonal skills;
- Attention to detail and organizational skills;
- Familiarity with the use of Microsoft Office applications, especially Word, and/or with Google Drive applications, especially Google docs.

The following are preferred:

- Experience living in or working with rural communities;
- Ability to work with data – sorting, cleaning, and/or analyzing;
- Ability to use Adobe software;
- Experience with using social media business tools;
- Experience communicating via phone and email with diverse audiences.

Additional Job Information

Employees must also possess the following abilities:

- Ability to adhere to safety rules and other reasonable regulations pertaining to the position.
- Ability to refrain from violence.
- Ability to work in cooperation with other workers within the organization.

Equipment: This position does not include use of a company laptop. Access to a desktop computer can be arranged if the intern does not have their own laptop.

Work Environment

This position is performed in a dynamic, small office setting with an open layout. Remote work is supported but not required. We require staff to work at least partially in the office to promote collaboration and company culture; but this schedule and frequency can be negotiated on an individual basis. Out of state employment is rare and considered on a case by case basis. During the Covid-19 pandemic, all federal and state guidelines for workplace safety are being adhered to.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and

speaking to exchange information on the telephone or in person. The employee is regularly required to reach with their hands and arms and lift items weighing up to 20 lbs. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required.

The mental demands of this position require the employee to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure. Requires interaction and communication with survey or focus group participants, meeting participants during facilitation projects, and occasionally with clients. This position includes the need to regularly learn new process tools and software/applications to complete project work, and requires employees to absorb large amounts of information at the outset of a project.

Information Insights is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical and mental disabilities.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. The scope of the job may change as necessitated by business demands.

Information Insights is an Equal Opportunity Employer.

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vision + creativity = solutions