



## Job Description – Data Intern

CICOA has available internship positions in the fall, spring, and summer. We can work with you to create an internship that develops your strengths and personal interests while giving you the opportunity to learn more about the operations of an area agency on aging and nonprofit foundation.

**Internship Summary:** We are seeking a motivated Data Intern to join our team and support our data analysis and visualization projects. The ideal candidate will have a foundation in Python programming and experience working with Tableau to create impactful data visualizations or will be motivated to learn these tools. This role offers the opportunity to work closely with our data team, gaining hands-on experience in data manipulation, analysis, and reporting.

### Key Responsibilities:

- Assist in cleaning, transforming, and analyzing datasets using Python.
- Develop dashboards and reports in Tableau.
- Collaborate with team members as necessary.
- Document processes and methodologies for internal knowledge sharing.

### Ideal Qualifications (these are not all required):

- Proficiency in Python for data analysis (pandas, NumPy, etc.).
- Familiarity with Tableau for creating visualizations and dashboards.
- Strong analytical skills and attention to detail.
- Ability to work independently and as part of a team.
- Excellent communication and problem-solving skills.

**Hours:** Flexible; regular business operating hours of M-F 8am-5pm. Specific schedule may vary based on curriculum requirement. Location may be virtual, in-person or hybrid. Should the positions require travel then reliable transportation is expected along with a valid Indiana driver's license.

**Education, Experience, and Licensing Requirements:** Currently enrolled in bachelor's or master's degree which may include Analytics, Data Science, Computer Science, Statistics, Social work, or other related field. All interns must complete a background check.

### Benefits:

- Hands-on experience with real-world data projects.
- Mentorship and learning opportunities from experienced data professionals.
- Flexible work environment with potential for remote work.

We value interns for their creativity, go-get-'em attitude, ambition, and eagerness to learn. As an intern, you're part of the team, bringing your ideas to the table and gaining practical experience for your future.

**Learn More and  
Apply Today!**  
[cicoa.org/careers](http://cicoa.org/careers)

### Contact to Apply:

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