

**THE HARVEST FOUNDATION**  
***2024 Summer Research Intern***

**Job Title:** Summer Research Intern

**Organization:** The Harvest Foundation

**Location:** Martinsville, VA

**Duration:** 10-week paid internship (June 3 – August 9, 2024)

**Hours:** 25 hours per week (2 days in the office, remainder remote)

**Pay Scale:** \$15 - \$20 per hour, depending on degree and experience

**Academic Credit:** Interns should pursue academic credit through their college or university. The Foundation is willing to assist with any required paperwork.

**Job Description:**

The Harvest Foundation, a nonprofit organization dedicated to promoting a thriving community, is seeking a Summer Research Intern to contribute to a comprehensive data analysis project. The successful candidate will report to the Senior Operating Officer for the Foundation and play a key role in analyzing health equity reports, gathering demographic and social determinants data, and presenting findings for future strategic investments.

**Responsibilities:**

- **Data Collection and Interpretation:**
  - Collect and interpret data, identifying trends and patterns.
  - Provide support in making data-driven decisions.
  - Demonstrate data visualization skills for effective communication.
- **Research Assistance:**
  - Assist in gathering data on community demographics and other key social determinants by census tract.
  - Utilize data to compare and identify trends, gaps, and priority areas.
- **Communication:**
  - Assist with data visualization for internal and external communications.
  - Develop and deliver a final project presentation during the last week of the program.
- **General Responsibilities:**
  - Undertake any additional duties as assigned.

**Qualifications:**

- College student with Bachelor's degree or above, or recent graduate.
- Strong interpersonal, relational, and communication skills (written and verbal).
- Proficient computer skills (Microsoft Word, Excel, PowerPoint, Adobe Acrobat).
- Ability to independently conduct organized research within specified timelines.
- Aptitude for compiling and prioritizing data, with the ability to write concise summaries.
- Excellent analytical, decision-making, problem-solving, teamwork, and time management skills.

- Ability to interact at a high level with senior management within the Foundation and externally.
- Must provide own laptop.

**Additional Requirements:**

- High-energy, self-motivated, and self-confident individual.
- Proven leadership skills.
- Deep interest in the lives of rural community members.

**Time and Hours:**

- 10-week paid internship (June 3 – August 9, 2024).
- 25 hours per week, with 2 days in the office (flexible remote work for remaining hours).
- Weekly supervision for review, question-sharing, and planning.

**Application Process**

To apply, submit a Cover Letter and Resume. Both are required to be considered for the position. Application deadline: March 20, 2024 at 4:00 pm EST.

Apply at: <https://theharvestfoundation.org/careers>

For more information or questions contact Sheryl Agee at [sagee@theharvestfoundation.org](mailto:sagee@theharvestfoundation.org) or 276-632-3329, ext. 116

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