



RESEARCH & DEVELOPMENT INTERN

Overview of SavingTeens

SavingTeens in Crisis Collaborative (SavingTeens) is a national nonprofit organization dedicated to assisting troubled teens and their families struggling with mental health conditions including anxiety, depression, addictions and other risky behaviors.

Internship Opportunity

The Research & Development Intern supports the Executive Director and Board of Directors. The intern will work primarily with the Executive Director on efforts required to obtain grant funding from corporate, foundation and government entities to support the organization's services. Responsibilities span a range of research tasks, including parent and professional surveys, data analysis, as well as grant research and writing. The position is unpaid.

Qualifications:

- Currently enrolled college student
- Knowledge of therapeutic programs preferred but not required
- Excited about the SavingTeens mission
- Highly organized, motivated, and a self-starter
- Proficiency in Microsoft Office programs
- Ability to learn new software programs
- Strong oral and written communication skills
- Ability to handle multiple deadlines in an environment of constant change
- Ability to complete a minimum of 8 hours of work per week

Duties and Responsibilities:

1. Under direction of Executive Director, request, collect, compile and analyze annual demographic data related to ethnicity, income, age, and gender of clients utilizing the SavingTeens programs.
2. Assist in evaluation efforts for organization services, including coordinating data tools (client surveys), administration of data, data entry, and analysis.
3. Assist with collection of information required for grant reports and to adhere to contracts, including news articles, photographs, client stories, and financial reports.
4. Perform other duties as directed, including prospect research through online and paper-based resources, review of grant guidelines, determining appropriate funding match to programs and services.
6. General administrative duties such as database cleanup, acknowledgment letters, and data entry.
7. Virtual internship. Candidate must have access to the internet, a computer, and phone.

SavingTeens is a Non-profit organization and we encourage you to pursue course credit for this internship, and we will support these pursuits in any way can.

Internship term: Summer internship - June through August. Fall internship – September through December.