

Shared Capital Cooperative

Social Impact Data & Research Intern

Job Description

Shared Capital Cooperative is a cooperatively owned community development loan fund committed to fostering a just, equitable and democratic economy by investing in the development and growth of cooperative enterprises. As a federally certified Community Development Finance Institution (CDFI), Shared Capital provides financing for cooperatives, including worker, consumer and producer-owned businesses and housing cooperatives, especially those organized by economically marginalized communities. Shared Capital is democratically owned and governed by 250 cooperatives across 36 states. Shared Capital is a \$17 million loan fund with a 40-year successful track record.

The Social Impact Data & Research Intern reports to the Loan Officer and works closely with Lending and Membership staff. The Intern is expected to engage in the following activities:

Social Impact Measurement & Data Management

- Assess current social impact data and identify gaps in database and gather and input missing financial and impact data;
- Develop compelling means to articulate the social impact of Shared Capital's work to potential supporters;
- Be knowledgeable about current practices in social impact data gathering, ensuring our systems are of high quality and utility for internal and external reporting;
- Compile, organize and disseminate internal data in a format that is widely understandable and accessible to staff, assisting them in articulating impact to a wide variety of audiences;
- Track data and generate reports to assist grant writing staff with their application and reporting tasks;
- Become familiar with census data sites, CDFI Fund site and other resources for gathering and analyzing social impact data.
- Input ongoing financial and impact monitoring data
- Work with Director of Member Relations on member engagement process improvements related to gathering member data
- Work with Shared Capital team to update and implement member survey using social impact measurement insights; will involve connecting with Shared Capital members through email, phone and videoconference
- Research and produce short (2-3 page) reports on sector specific issues including but not limited to, wealth building models in housing co-op portfolio, job quality assessment in worker owned co-op portfolio and equitable food access programs in food co-op portfolio
- Other projects as assigned

Qualifications

The successful candidate will be excited about:

- Working with data to tell a story
- Transforming numbers into meaningful measures of a loan fund's social impact
- Cooperative ownership and community wealth building

The successful candidate will have most of the following:

- Previous internship and/or employment experience working with data collection and analysis
- One year of Bachelor's degree-level coursework or equivalent experience
- Proven capacity to work effectively and build respectful relationships with people of different cultures and backgrounds
- Self-directed and able to effectively organize priorities and manage multiple projects
- Collaborative and committed to working as a part of a team
- Like to relate to and connect with people, comfortable establishing new working relationships
- Windows and Office proficiency, emphasis on basic Excel proficiency

Hours and Compensation:

This is an hourly, temporary position with the option to be part-time or full-time based on mutual agreement with supervisor. It is expected to be fully remote. The hourly range is \$15-\$22. Temporary employees receive paid time off and worker's compensation; there is not a comprehensive benefits package offered.

How to apply:

Submit a PDF that includes a resume and answers to the below questions to jobs@sharedcapital.coop with the subject line "Social Impact Data & Research Intern". Position is open until filled.

Please answer the following questions. Limit each response to 250 words.

1. What excites you about the cooperative business model? If you have any personal or professional experience with cooperatives or cooperation, please mention it here.
2. What role do you think data can play in advancing racial and socioeconomic equity?
3. Describe your favorite professional, academic or personal accomplishment.

Shared Capital Cooperative is an Equal Opportunity Employer. We are committed to building a diverse and an inclusive organization. We do not discriminate on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, disability, public assistance status, prior convictions, personal credit score, veteran status, sexual orientation, gender identity, or gender expression. We desire a diverse pool of applicants and particularly encourage applications from women, people of color, LGBTQ and immigrants communities.