



MindSight Mentors

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**Mission:** Providing every child with the tools to find their spark.

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**Job Title:** Data Analyst Internship (Unpaid Internship)

**Duration:** 1 Year

**Location:** Remote/Hybrid, Mindsight Mentors (Nonprofit) – Washington State

### About Us

Mindsight Mentors is a nonprofit organization based in Washington State dedicated to fostering education and providing meaningful opportunities for individuals interested in technology, innovation, and personal growth. We partner with educational institutions to deliver mentorship programs and internships, enabling our participants to gain valuable hands-on experience.

### Position Overview

We are seeking a passionate, self-starter, and detail-oriented Data Analyst Intern to join our team for a one-year, unpaid internship. This is an excellent opportunity for aspiring data professionals to gain real-world experience, sharpen their analytical skills, and contribute to meaningful projects that support Mindsight Mentors' mission. The role requires a commitment of at least 10 hours per month, with remote or hybrid options available.

### Key Responsibilities

- Collect, clean, and organize data from various sources to support program evaluation and decision-making.
- Analyze trends, patterns, and insights from data to provide actionable recommendations.
- Assist in the creation of reports, dashboards, and visualizations that effectively communicate findings to stakeholders.
- Support the development of data management processes and ensure data integrity.
- Collaborate with various teams to understand data needs and provide analytical support.
- Perform research on industry trends and data analytics best practices to improve organizational performance.

**Qualifications:**

Currently pursuing or recently completed a degree in Data Science, Statistics, Computer Science, or a related field.

- Familiarity with data analysis tools such as Excel, SQL, Python, or data visualization tools like Tableau or Power BI.
- Strong analytical skills and attention to detail.
- Ability to work independently and manage time effectively.
- Excellent communication skills, both written and verbal.
- Passion for data driven decision-making and a desire to contribute to a nonprofit organization.
- Experience creating dashboards – Monthly reporting

**Benefits:**

- Gain hands-on experience with real-world data projects.
- Opportunity to work in a supportive and mentorship focused environment.
- Build your resume with practical experience in the data analytics field.
- Flexible remote or hybrid work arrangements.
- Potential for networking and learning opportunities in the tech and nonprofit sectors.

**How to Apply:**

Interested candidates should submit their resume and a brief cover letter explaining their interest in the internship and any relevant experience to [support@mindsightentors.org](mailto:support@mindsightentors.org) Please include "Data Analyst Intern Application" in the subject line.

Join us in making an impact through data driven insights and contribute to Mindsight Mentors' mission of empowering the next generation of innovators!