



EnergyCare Policy and Research Internship

Job Description

This internship provides the opportunity to develop practical research and analysis skills in the area of human services business administration. The selected candidate will gain experience in planning services, assessing needs, fundraising, and conducting research while serving with a team dedicated to improving the lives of Saint Louis's poor and vulnerable residents.

The hours and exact schedule will be determined by the student's schedule and EnergyCare's staffing needs. Training will be provided for all duties assigned.

The duties of the Policy and Research Intern include:

- Research into health and social issues relevant to EnergyCare's client group
- Analyzing client group information to improve service delivery
- Researching and developing EnergyCare's grant acquisition strategy
- Analyzing EnergyCare's donor database, identifying trends and demographic profile
- Assisting in the preparation of fundraising materials
- Other duties as assigned

Person Specification

- Working toward a degree in human services, social sciences or business related field preferred
- Desire to help others and empathy with low-income clients
- Strong research and analytical skills
- Good people skills
- Computer literacy – esp. MS Excel
- Good organizational abilities
- Time management skills

To apply, e-mail your resume and a brief cover letter to the James Owen at james@energycare.org.

For additional information regarding EnergyCare, please visit our website at:

www.energycare.org