



Data Analysis Intern
Contract Position (1099, Remote - PST)

About Black Equity Collective

The Black Equity Collective (BEC) is a dynamic network of organizations, leaders, and changemakers dedicated to advancing racial and economic equity through philanthropy, research, and community-driven solutions. Rooted in the belief that true transformation requires sustained investment in Black-led and Black-empowering organizations, BEC works to provide the resources, tools, and support necessary to drive systemic change.

Our mission is to strengthen the long-term sustainability and impact of Black-led organizations by ensuring they have the funding, organizational infrastructure, data insights, and strategic partnerships needed to thrive. We collaborate with foundations, nonprofit leaders, and community stakeholders to reimagine how philanthropic dollars are distributed and how data-driven decision-making can amplify Black voices and initiatives.

Through a combination of grantmaking, research, and resiliency-building programs, BEC empowers organizations working to address deep-rooted disparities and advance justice in historically underserved communities. By leveraging research and evaluation, we assess the effectiveness of community-driven initiatives, track measurable outcomes, and advocate for equitable funding models that prioritize Black leadership and innovation.

Position Overview:

The Black Equity Collective is seeking a **Data Analysis Intern (DAI)** to support the collection, organization, analysis, and storytelling of data related to our grantmaking programs. This role is ideal for a current undergraduate or graduate student with an interest in program evaluation, data analysis, and nonprofit impact measurement.

The DAI will play a crucial role in organizing and analyzing qualitative program data to uncover meaningful insights about our grantmaking programs so our team can translate those insights into compelling narratives that highlight the impact of our work. Data analysis needs include identifying trends, measuring outcomes, and crafting data-driven stories that communicate the real-world significance of BEC's efforts to support the long-term sustainability of Black-led organizations in Los Angeles, San Bernardino, and Riverside counties.

The ideal candidate will not only be skilled in organizing and analyzing data but also have a passion for transforming complex data into clear, engaging reports and presentations that inform decision-making, inspire action, and advocate for equitable funding. By ensuring that our data is both accurate and impactful, this intern will contribute to the development of strategies that drive lasting change in the organizations we serve.

Roles & Responsibilities

The **Data Analysis Intern** will support the Black Equity Collective's efforts to measure, analyze, and communicate the impact of our programs. Key responsibilities, in order of priority, include:

Data Collection & Management

- Assist in collecting, organizing, and maintaining program-related data in Google Sheets, Excel, and other data management tools.
- Ensure data accuracy, consistency, and completeness through cleaning and validation processes.

Data Analysis & Storytelling

- Thematically code qualitative data using ATLAS.ti to highlight key trends, patterns, and insights.
- Work closely with the team to ensure evaluation insights align with BEC's goals and mission.
- Assist in developing impact reports, presentations, and data visualizations that effectively communicate analysis findings as needed.
- Provide general research and evaluation support as needed.

Qualifications

The ideal candidate will have a strong analytical mindset, attention to detail, and a passion for using data to drive meaningful change.

Required Qualifications:

- Current undergraduate or graduate student in a relevant field (e.g., Social Sciences, Public Policy, Data Science, Nonprofit Management, Business, Evaluation & Measurement, or related disciplines).
- Experience or research lab work in program evaluation, data analysis, statistics, or impact measurement.
- Familiarity with Airtable, Excel, Google Sheets, or other data organization tools.
- Ability to analyze qualitative data and translate findings into actionable insights.
- Experience using transcription services such as Rev and qualitative analysis tools like ATLAS.ti.
- Strong communication skills, including expressing needs, and the ability to turn data into compelling stories through reports, presentations, or visualizations.
- Attention to detail and the ability to ensure accuracy in data collection and reporting.
- Ability to work independently and collaboratively in a remote environment.

Preferred Qualifications (Nice to Have):

- Experience with data visualization tools (Google Data Studio, Tableau, Power BI, etc.).
- Experience conducting interviews and analyzing feedback from program participants.
- Familiarity with program performance measurement frameworks and nonprofit impact reporting.
- Understanding of racial equity frameworks and community-driven research.
- Passion for racial equity, social justice, and nonprofit impact work.

This role is a great opportunity for a student looking to gain real-world experience in nonprofit data analysis, impact measurement, and research-driven storytelling.

Benefits of This Internship

- Gain **hands-on experience** in program evaluation and data management within a nonprofit setting.
- Work in a **mission-driven environment** focused on racial equity and Black-led organizations.
- Flexible, **remote work** schedule.
- Develop professional skills and **contribute to meaningful social change**.

Duration: June 9th – August 8th, 2025

Rate of Pay: \$20/hr, contract, 1099 position, monthly rate of pay

Expected Hours: 10-15 hours per week

Reporting: The DAI will be supervised by the Director of Organizational Development and Strategic Partnerships.

To Apply:

Please submit the following materials Ranisha@blackequitycollective.org :

- Resume
- A cover letter that answers the following question: *“This position is well-suited for me because...”*
- Example of research, evaluation, or data work (if available)
- A letter of recommendation from a supervisor who can speak to your analytical skills or a previous employer where similar skills were utilized.
 - A [recommendation template can be accessed here](#), if needed.

BEC is an Equal Opportunity company with a strong commitment to gender and racial equity. We welcome applications from all backgrounds and strongly encourage individuals who are underrepresented in the workforce to apply.