Data Management Intern

Position: Data Management Intern
Supervised by: Chief of Staff
Status: Part-time (10 hrs./week)

About Chicago Foundation for Women

Chicago Foundation for Women (CFW) is a public foundation working to advance gender equity, which we believe to be inherently interconnected with racial, economic, and health equity. CFW envisions a world in which all women and girls, transgender, and gender nonbinary people have the opportunity to thrive in safe, just, and healthy communities. We celebrate the spectrum of identities and experiences of women and girls, uplift their leadership and center the voices of the community to achieve true equity. To support our philanthropy, the Foundation promotes increased investment in women and girls, raises awareness about their issues and potential, and develops them as leaders and philanthropists. Since 1985, the Foundation has awarded over $42 million to hundreds of organizations that help achieve its mission of gender equity across the Chicago region.

CFW looks at the broad spectrum of needs of all women. We support the areas of freedom from violence, economic security, and access to health, which we see as integrally related and are paths forward toward an equitable society.

Chicago Foundation for Women (CFW) is committed to becoming an anti-racist institution. The Foundation is in the midst of change, from an institution that tolerates racial and identity differences to one that excites these differences as powerful tools for systemic, anti-racist change. CFW is committed to engaging in continual analysis and essential restructuring to ensure the Foundation’s way of being is one that wields a shared power and holds itself accountable to racially oppressed groups to achieve its gender equity goal.

About the Data Management Intern

The Foundation is seeking two (2) Data Management Interns to support our senior team in archiving files, scanning historical documents, and implementing a document retention and management plan. The Data Management Interns will assist in creating, designing, and maintaining the architecture for document processes and procedures, and the development of an enforcement method for the proper chain of action and document identification. When needed, the Data Management Interns will archive and maintain a secure storage space for these documents. In addition, they will support our procedures in maintaining transparent, up-to-date, and easily traceable documents both physically and electronically.

Responsibilities include:

- Create an inventory of files
- Copying, scanning, and storing documents
- Checking for accuracy and editing files
- Reviewing and updating technical documents (e.g., manuals and workflows)
- File documents in physical and digital records
- Create templates for future use
• Assist in managing the flow of documentation within the organization
• Maintain confidentiality around sensitive information and terms of agreement
• Prepare ad-hoc reports on projects as needed
• Assist in:
  • The management and maintenance of all documents
  • Updating and controlling procedure documents and forms
  • Create and manage document hierarchy and process systems
  • Ensuring all document identification, classification, and filing
  • Conducting document audits confirming they are current and accurately reflect recorded evidence
  • Ensuring revised documents are accessible
  • Training staff to conform to CFW created specifications and document control procedures
  • Creating processes to oversee documents through its entire lifecycle (inception to archival)
  • Creating document filing and organizing systems that are both effective and efficient
  • Ensuring proper organization and security of documents (paper and electronic)
  • Collaborate and communicate with the senior team

Work Environment
• This opportunity operates primarily in an office environment that is accessible. Some work at off-site locations may be required, and those may not be fully accessible.
• This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets.
• While performing these duties, the person is regularly required to talk and hear. The person frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
• May be asked to lift and/or move objects up to 25 pounds.
• Workplace is a smoke and drug-free environment.
• CFW is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. CFW does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. CFW is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.
• COVID-19 vaccine documentation must be provided within two weeks after the start date. If you believe you qualify for an exception from the requirements of this policy, for medical reasons or sincerely held religious beliefs, you must provide a letter (on letterhead) from your doctor or clergy to the Human Resources Manager. The Foundation will explore potential reasonable accommodations for you that would not cause undue hardship to the Foundation. However, such reasonable accommodations are not required and cannot be guaranteed.
Qualifications:
- Familiarity with project management
- Skilled user of Adobe and Microsoft Suite (specifically Excel)
- Proficient in SharePoint, ProArc and/or other document management software and web-based tools
- Proficient typing and editing skills
- Detail-oriented and meticulous work ethic
- Proven skill for creating and implementing controlled document processes
- Strong oral and written communication skills
- Proclivity for catching errors and enacting appropriate changes
- Archival experience (preferred)
- Expert data organizer
- Must have the ability to work at least 10 hours per week during business hours

Compensation:
Paid internship of $20 per hour, 10 hours per week for approximately 4 months.

Application Process:
Interested applicants should email a cover letter articulating how their skills and experience meet the responsibilities noted above with a resume to careers@cfw.org.

- Subject line should read: Your Name + Data Management Intern
- No phone calls please

CFW seeks to fill these positions as soon as possible and will work actively to build a diverse pool of candidates.