Data Management Internship

- **Location:** 925 Tahoe Blvd Incline Village, NV (hybrid - remote and in-person work)
- **Time & Compensation:** Volunteer hours to start May 2023 - TBD 2023
  - **Opportunity for part-time employment starting in July**
Requirements

- Attention to detail
- Proficiency in Excel and Powerpoint
- Good communication skills
- Down to get your hands dirty
- Passion for the environment
- Bonus- creativity and experience using Canva
- Self-motivated and driven
- To be eligible for part-time position: Plans to be in Lake Tahoe with part-time availability for one year
JOB DESCRIPTION

The ins and outs of data management
Litter Categorization

All litter removed is sorted, counted, weighed, and photographed. Our litter sorting approach uses the United Nations Environmental Programme (UNEP) Marine Litter Categorization standard. This method separates litter into 83 different categories. Interns will gain experience in aspects of these Data Management Coordinator responsibilities:

- Planning: Dates and volunteer scheduling. Sending out monthly fliers to recruit volunteers to aid in litter categorization.
- Implementation: Leading the litter categorization process and ensuring litter is recycled, saved, or taken to the dump.
- Data Recording: Make sure all data is accurately collected, including photo collection, counting, and weighing each category.
- Data Input/ QA/QC: Ensure all data is properly input and organized in project workbooks.
DATA INPUTTING
Keep workbooks up to date with the latest data. Responsible for communicating needs to other team members and exporting data to GIS analyst.

WILDNOTE MANAGEMENT
Create new projects and survey forms. Export all surveys and log them in a project workbook.

QUALITY ASSURANCE/QUALITY CONTROL
Ensure all data and wildnote entries are correct to avoid errors.
GOPRO MANAGEMENT
Learn how to edit, label, and upload all GoPro footage taken on dive days.

PROJECT REPORTS
Learn how to compile all data and findings to summarize each project upon completion.

MANAGEMENT OF DATA INTERNS
Recruit and manage our outstanding interns, who are a core part of our team.

ADDITIONAL DATA MANAGEMENT COORDINATOR DUTIES

EACH OF THESE ITEMS ARE DATA MANAGEMENT COORDINATOR RESPONSIBILITIES THAT INTERNS MAY GET A PREVIEW OF
FIELD WORK EXPERIENCE
Get the opportunity to come out with our team on the water. Kayaking, snorkeling + more depending on experience

YOUTH PROGRAMMING
If interested, you can explore working with youth through our Litter Education and Awareness Program (LEAP)

BLOG WRITING
Get the opportunity to add to the blog on our website by sharing interesting information with our global audience
How to Apply

Send resumes and a paragraph about yourself and why you would like the opportunity to be involved.

Email
  • eden@cleanupthelake.org