

Koné Consulting Summer Internship

A rewarding and exciting opportunity for you awaits to work alongside a group of close-knit professionals as we endeavor every day to solve the social problem of inequity in income and opportunities.

Koné Consulting is owned and operated by an Evans School alum – Alicia Koné. We are searching for an applicant (preferably a Graduate Associate) who shares our devotion to our mission while providing internal and external customer service that is second to none. You will support our pool of consultants with a wide range of tasks, and have the opportunity to develop new skills, from the comfort and safety of your home office.

We are looking for someone to start soon. Our tentative timeframe is: May 1–September 30 (possibility to go beyond), 20 hours per week with a flexible schedule.

For more information about Koné Consulting, please visit: <https://koneconsulting.com>.

This announcement may be used to recruit more than one applicant.

Your duties will include:

- Providing internal and external customer service that aligns with Koné Consulting's mission, vision, and goals
- Conducting literature reviews to support projects and proposals
- Assisting staff in the review, identification and development of scholarly information describing research findings
- Participating in the collection, analysis, and review of research and evaluation data
- Developing spreadsheets and databases to support project activities
- Analyzing quantitative and qualitative research data and contributing to the reporting and interpretation of findings
- Assisting with the development and writing of new professional learning and implementation tools and resources
- Supporting planning and implementation of project meetings and events (internal and external)
- Providing administrative support on research and management consulting projects (this may include notetaking, meeting scheduling, etc.)
- Providing proposal development support by engaging in such tasks as researching funding opportunities, coordinating proposal staff activities, writing proposal sections, integrating documents and forms, etc.
- Daily work in the Google Workspace suite for Mac
- Other responsibilities as needed

Your Skills and Experience:

- Bachelor's degree in such fields as economics, psychology, sociology, statistics, public policy, public health, or other social science related fields (or equitable experience)
- Pursuing Master's degree in field listed above (or equitable experience)
- Experience with and/or knowledge of data collection and analysis methodologies and techniques, such as survey design, analysis of program administrative data, and conducting structured interviews and focus groups
- Experience with or inclination to learn and use open-source statistical software programs such as R, a plus (not required)
- Excellent organization, time management, and oral and written communication skills
- Attention to detail and commitment to accuracy when writing
- A passion for providing excellent service to both internal and external customers
- Proficiency with Google Workspace for Mac
- Ability to prioritize work as needed
- Ability to learn new tools quickly
- A team player who is proactive, flexible, results-oriented, and comfortable in a rapidly changing environment
- Ability to work independently and as a team member, and under the pressure of deadlines

Benefits:

- Flexible hours
- Competitive pay (\$25/hour)
- 95% remote (work from home office; quarterly in-person staff meetings and occasional in-person client work)
- Apple (Mac) equipment provided
- Ongoing mentorship to help you succeed
- A fun and collaborative team environment
- A positive company culture that supports work/life balance
- An opportunity to grow in a fun and dedicated small company

All qualified applicants will receive consideration for employment without discrimination on the basis of race, color, religion, sex, gender, gender identity/expression, sexual orientation, national origin, protected veteran status, or disability.

If you fit this description, we look forward to hearing from you! Please email Christina Watson at christina.watson@koneconsulting.com.