Position Summary:

The primary role of the Research and Technical Intern is to manage and conduct, for the San Diego Taxpayers Educational Foundation (SDTEF) and its “Public Regional Outcomes Standards Board” (PROS Board), research and technical projects, including those that will be from inception to issuance of (proposed) Accounting Standards and Updates (Updates). This individual will be required to produce data drive results and produce visualizations that successfully tell a story of their work. In doing so it is expected that this individual has the necessary skills to find data, scrape data, and clean data in a manner that is quick and effective with the end goal of total automation.

In carrying out the responsibilities of this position, the Research and Technical Intern is expected to (a) plan and meet project timetables (project plans); (b) provide high-quality analysis of issues for the Board; (c) effectively communicate with Board members, staff and constituents; and (d) conduct the project in accordance with all required due process activities.

The Research and Technical Intern is responsible for managing and conducting directly, the decision-making process at the PROS Board on the projects he or she is assigned. This requires leadership of ideas, thoughts, recommendations, and negotiations with Board members, open-mindedness to consider other points of view, with sensitivity to needs and positions. This requires an ability to be persuasive and to work with the Board as a group and individually. The Research and Technical Intern is accountable to the Research and Technical Manager.

Position Responsibilities:

Planning and Completion of Work

- Develop project plans that reflect necessary research and skills/resources needed to achieve the plan.
- Determine and manage needed research on the project and develop a plan to recommend how it would be implemented.
- Complete project in accordance with plan; promptly notify management of any possible changes in the scope of the project or any delays in meeting milestones and reasons thereof. Update project plan on a real-time basis and promptly advise management of any resource constraints.
- Develop and subsequently comply with project management policies and procedures described in internal reference manuals and future PROS Board Rules of Procedure, including due process and interaction with SDTEF support functions.
Technical Research and Analysis

- Obtain, understand, and scrape data from public affairs in order to be added to our Data Library by using packages, automation, and machine learning technology.
- Create systems for future continuous data collection that requires very little human oversight.
- Create dashboards to tell a story and present them to the Board in an effective manner.
- Prepare and/or oversee the analysis of issues that serve as the basis for Board deliberations. That analysis should be neutral (without bias) and identify possible solutions that are technically and conceptually sound and that reflect consideration of cost/benefit and operationality issues within the peculiarities of public good delivery in San Diego.
- Communicate that analysis in written materials that are clear, concise, logically organized, and distributed within the time frame allotted.
- Prepare Board memorandums that reflect (a) in-depth analysis of the issues, (b) a sound conceptual basis, (c) practical solutions, (d) consideration of relevant research on the issues, (e) consideration of the interaction of the issue with other active PROS Board projects, the Codification, industry accounting standards, and PROS Board standards, (f) consideration of the needs of users of public good information; and (g) consideration of costs vs. benefits for proposed alternative solutions to issues.

Communications

- Meet with individual Board members and small groups of Board members as necessary to discuss technical issues, reconcile divergent views, defend staff recommendations and answer questions.
- Effectively lead discussions at Board meetings, education sessions, and various meetings with constituent groups (as appropriate).
- Effectively communicate with staff on other projects with taxonomy team/advisors to exchange ideas and benefit from each other’s experience and expertise.
- Effectively communicate with constituents, especially working group members, advisory council members, and the staff of community foundations, including the San Diego Foundation.
- Effectively communicate with stakeholders and interested citizens in structured learning sessions, including for-credit higher education coursework, on the research completed at SDTEF or PROS Board.
- Written Board materials should be clear and concise and prepared in accordance with the SDTEF Style Manual. Due process documents should be prepared in accordance with the Reference Manual and Style Manual.
- Follow project communication guidelines included in the Reference Manual, for example, keep project information on the SDTEF or other related websites current.
• Write articles for publication on current technical issues or PROS Board technical projects.
• Answer questions from constituents and the press on current projects as well as documents already issued.

**Essential Skills and Experience**

**Project Management**
• Ability to set and meet deadlines
• Ability to manage multiple priorities and work under pressure
• Ability to manage both the project and conduct the process (with support from management)
• Ability to motivate and utilize technical staff to the best of their ability
• Ability to forge and build consensus among Board members (must be able to reconcile divergent views and be innovative).

**Technical Knowledge and Analytical Skills**
• Ability to gather mass amounts of data and use the appropriate libraries to process the data (Python, Tabula, etc.)
• Ability to visualize data, perform descriptive statistics, and create a story that fuels data-driven decision-making (Seaborn, Tableau, etc.)
• Experience with Natural Language Processing (spaCy)
• Ability to develop in-depth expertise in areas assigned
• Ability to analyze problems, identify key issues, develop and explore alternative solutions, and develop a well-reasoned recommendation
• Good research skills.

**Personal Characteristics**
• Good interpersonal skills necessary to successfully manage and motivate technical and administrative staff individually and as a team
• Strong listening skills
• Strong oral and written communication skills
• Strong and fast learner—able to recognize when unfamiliar with issues/concepts/challenges and subsequently take action, with management help, to learn or if management is unfamiliar, to develop options and present recommendations in a timely way
• Action-oriented and anticipatory—able to drive processes and anticipate critical pathway issues in sufficient time
• Clear thinker—able to see the big picture as well as the details
● Good working relationship with Board members and management
● Open-minded of alternative views; respectful and tolerant of the view of others
● Self-confident, but humble; ability to defend own views but also have enough intellectual
  and personal humility to permit projects to complete.
● Appropriate conduct when on Zoom meetings (camera on, proper attire)

Job-Related Experience Helpful, but Not Required
● Minimum three years of experience in a public good industry, e.g., homelessness services
● Experience with accounting and reporting

Compensation and Benefits
Although this is an unpaid internship, interns may be able to earn credits toward their major
through their university’s internship program office. Interns will be expected to work a minimum
of fifteen hours a week for sixteen weeks (a two-quarter/one-semester commitment is preferred).
Interns that continue working with the Association for more than one quarter/semester may be
eligible for a paid internship or part-time position.