



DON'T MESS WITH DRUGS FOUNDATION

Research and Data Intern

Don't Mess with Drugs Foundation provides education, mentoring and rehabilitation services to improve young people's lives and to save lives. It is a non for profit charity.

Vision and Mission:

To create a better Australia around us. To have a positive impact on those who misuse and abuse drugs, and help them through education, mentoring and rehabilitation to have healthy and meaningful lives.

Why we exist?

Young lives are at risk and impact on the whole community. We will not sit on the sidelines and not do anything about it.

Position: Research and Data Intern

Description:

DMWD Foundation offers an opportunity to work with a newly formed non for profit organization from the start up stage. It is a ground floor operation with plenty of opportunity. An interest in a non for profit organization would be advantageous. Applicants must be enthusiastic and have excellent research, writing and organizational skills. There is so much to do.

An inquisitive nature would help. DMWD needs to learn quickly and find information when required. Being a team player is important, as you will be working initially, with a small group and your support will be vital.

Responsibilities:

- Provide support to the small team
- Assist the team with research on existing and potential new DMWD projects
- Assist with contact and information management
- Assist with drafting letters and briefings
- Provide general, logistical and organizational support to the team as required
- Assist with recommendations based on findings
- Collect and analyse data
- Prepare material for submission to granting agencies and foundations
- Prepare interview questions
- Maintain accurate records
- Problem solving
- Critical thinker
- Complete clerical procedures such as filing, word processing and transcription
- Computer skills – input data and create spreadsheets.





Research and Data Intern

Qualifications:

- An enthusiastic, inquisitive approach
 - Attention to detail
 - A Commitment to the Mission of DMWD
 - Methodical approach to collection of data
 - Ability to understand data information
 - Make recommendations on findings from research
 - The ability to work independently and with others
 - The ability to work well under pressure and meet deadlines
 - Dependability, flexibility and ability to maintain confidentiality.
- ❖ Handle challenging tasks.

Start Date: TBC

Hours: 10 hours per week

Compensation: This is an unpaid internship. However, academic credit may be applicable pending the circumstances.

Benefits to Intern:

- All work and participation is supervised
- All work has clear instructions, guidelines and learning outcomes
- There is feedback and communications at regular points during the internship period
- Work is assigned on ability, interest area and relevance to study and course
- Varied levels of work and different types of challenging tasks to suit students
- Hours are flexible and adjusted to individuals and tasks allocated during internship period
- Tea, coffee, lunch provided
- Safe work environment
- Reference will be provided if required, at the end of the internship
- Potential for some paid work after internship period and when study is completed
- Monday to Friday
- If required for field work during the weekend, non-intern terms may/will apply
- DMWD is an Equal Opportunity Employer

