



Summer Intern Opportunity 2025

Job Title: Research Assistant Intern

Location: Jackson, MS

Reports to: President

Classification: Full Time Associates (Exempt)

Supervisory Function: None

Job Summary:

The Foundation for the Mid South is seeking an energetic, responsible Summer Intern to join our growing organization. The Intern will work in partnership with other staff members to provide support services for the Foundation's program areas. This position offers a unique opportunity to gain an extensive and diverse perspective of the nonprofit sector. Interns may also have the chance to participate in engagement opportunities, which require exceptional writing, research, and analytical abilities.

Key Responsibilities:

- Conduct research on relevant topics, including industry trends, policies, or specific program areas.
- Create presentations to summarize findings and share them with staff.
- Assist in writing reports, grants, or articles based on research findings.
- Assist with archiving the Foundation's historical data, data entry, documents, and photos.
- Analyze and compile data to support reports, proposals, or strategic initiatives.
- Maintain and organize records of research data and sources for easy reference.
- Collaborate with team members to align research efforts with organizational goals.
- Evaluate the effectiveness of existing programs by gathering and analyzing feedback.
- Monitor current events and trends to identify opportunities or challenges for the nonprofit.
- Support community engagement efforts by researching best practices and strategies.
- Attend meetings or workshops to learn and contribute to ongoing projects.
- Provide administrative support, such as data entry, proofreading, or scheduling.
- Uphold the nonprofit's mission by aligning research tasks with its values and objectives.

Qualifications:

Summer internship dates can be flexible depending on the student's academic schedule.

Education: Must be pursuing a bachelor's or associate degree or graduating senior and entering an undergraduate program.

Skills:

- Ability to write clear, concise, and well-structured reports, research papers, and summaries.
- Capability to present findings, participate in meetings, and discuss research topics with peers or supervisors.
- Ability to collaborate with other team members, researchers, or stakeholders.

Ethical and Professional Standards:

- Understanding the importance of confidentiality, especially with sensitive data.
- Familiarity with ethical guidelines for conducting research, including human subjects, data integrity, and transparency

Software Proficiency: Knowledge of specific research tools and software (e.g., Excel, Microsoft 365, and Adobe) depending on the research area.

****Salary Range: \$12 to \$18 per hour****

Qualified applicants should submit a letter of interest and resume to careers@fndmidsouth.org. All materials should be addressed to Meshelle Rawls, VP of People & Culture.

The deadline for applying is April 25, 2025

Physical Requirements and Working Conditions. This position is primarily held in an office setting and will require occasional travel.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described. It may be amended at any time at the sole discretion of the Employer. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

This position requires a valid state driver's license, safe driving record, reliable transportation, and insurability through our vehicle insurance carrier.

The Foundation for the Mid South is an Equal Opportunity Employer with a commitment to diversity. We believe that no one should be discriminated against because of their differences, such as age, disability, ethnicity, gender, gender identity and expression, religion, or sexual orientation. All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status, or any other basis as protected by federal, state, or local law.

About the Foundation:

Founded in 1990, the Foundation for the Mid South is a regional foundation that improves individuals and communities by bringing people together, strengthening communities, and multiplying resources. By working with a wide range of resources, skills, and talents, the Foundation strives to nurture families and children, improve schools, and build economies for all throughout Arkansas, Louisiana, and Mississippi. For more information, please visit: www.fndmidsouth.org.