

Providence Student Union

Position Description: Intel Associate

Position Title: Intel Associate

Reports To: Executive Director

Position Overview

Providence Student Union (PSU) is a youth-led organization that is building student power to ensure young people have a fair say improving their education. PSU seeks a Intel Associate who is skilled, flexible, and devoted to our mission.

The Intel Associate will take the lead on various projects that will be capacity boosters for students' organizing now or in the future. For example, students sometimes need to send emails to principals and assistant principals across the city, but tracking down that contact information can take hours. The Intel Associate will pre-research and format that kind of information so students can access and use it easily.

Essential Functions

Gather intel on various projects, to speed up students' organizing
Approximately 100% of time/effort

- Research, record, and format databases, including but not limited to:
 - Providence and Rhode Island elected officials
 - School administrators and teachers
 - Community organizations
 - PSU's history of mentions in the media
 - Local youth scholarships
 - Foundations and grant possibilities
- Communicate with students and staff regularly to find additional intel projects that would benefit Providence Student Union

Other duties as needed or required.

Qualifications and Skills

Required

- Strong attention to detail
- Commitment to thorough research
- Occasional travel to Providence Student Union office

Preferred

- Experience using Airtable

Supervisory Responsibilities

This position has no supervisory responsibilities.

Compensation

This is a Brown University off-campus work study position.

Application

Interested applicants should submit a resume and a cover letter to apply@pvdstudentunion.org. Please include "Intel Associate" in the subject line.

Providence Student Union is a 501(c)(3) nonprofit organization and an equal opportunity, affirmative action employer. People of color, women, multilingual people, LGBTQQI people, differently-abled people, and longtime Providence, RI residents are encouraged to apply.

| | |
|----------------|---------------------------------------|
| Approved by: | M. Zachary Mezera, Executive Director |
| Date Approved: | September 5, 2018 |
| Last Reviewed: | September 5, 2018 |