



Data Architect Intern Position Description

Position: Administrative | Data Architect Intern

Start Date: Rolling

Domi Station is a non-profit business incubator and coworking space. We offer programs, resources, and events that help entrepreneurs start and scale sustainable companies.

The Data Architect Intern will help cultivate the entrepreneurial culture at Domi and spread the good news about what we do.

Job Duties:

- Facilitating communications between the Domi Executive team and community members and key stakeholders
- Assisting in the collection of metrics and other important data
- Assisting in grant applications and other fundraising activities in relation to research and data analysis
- Analyze and visualize data for a variety of reports
- Assist with scheduling, communications, and any other administrative duties
- Any other responsibilities as assigned

Requirements:

- Working towards or completion of Bachelor's degree
- Knowledge of data collection and analysis best practices
- A personal laptop
- Working knowledge of Google Suite ;
- A polite and professional demeanor via phone, e-mail, and digital correspondence
- Ability to work on a team and take initiative

Benefits:

- Access to all of Domi Station's programming incubation (Gear Up, Ascend) at no cost
- Access to all of Domi Station's coworking facilities at no cost
- No cost one-on-one entrepreneurship training & mentoring
- Flexible working hours
- Access to a local high-net worth and influential network of leaders

- Get surrounded by an atmosphere of Doers and Entrepreneurs
- Free Access to Domi Events

Other Cool Things:

- Walking distance from College Town
- Greenwise is across the street
- Railroad Square is just around the corner
- Local restaurants and bars nearby
- Located in between FSU and FAMU campuses