



### **CFE Fund Data Analysis Internship (Fall 2022)**

The Cities for Financial Empowerment Fund (CFE Fund) supports municipal efforts to improve the financial stability of households by leveraging opportunities unique to local government. By translating cutting edge experience with large scale programs, research, and policy in cities of all sizes, the CFE Fund assists mayors and other local leaders to identify, develop, fund, implement, and research pilots and programs that help families build assets and make the most of their financial resources. Financial empowerment spans four key disciplines:

- Professional financial counseling and education
- Access to safe and affordable mainstream banking products and services
- Short- and long-term asset building
- Consumer protection in the financial services marketplace

The CFE Fund is seeking a graduate level intern primarily focused on providing data analysis for the [Financial Empowerment Center](#) (FEC) initiative. The FECs provide free, professional, one-on-one financial counseling as a public service to enable residents to address their financial challenges and needs as well as plan for their futures. The FEC model originated in New York City in 2008 and is now operating in 30 cities and counties. Counselors are supported by a unique database (FECBOT) that tracks client demographics, goals, self-perceptions, and financial status (including credit report data) with opportunities to update status at each counseling session.

Broadly, the CFE Fund seeks to hire a graduate level intern to help us learn more about:

- how FECs perform in their first two years of operations;
- how FECs function and evolve in different contexts;
- how FEC services may affect racial equity on an individual and/or community level.

This is a New York City-based position, although exceptional candidates who must live elsewhere may be considered. The CFE Fund offers a hybrid office/remote work schedule for NYC-based employees and requires all employees to provide proof of receipt of an FDA-approved vaccination against COVID-19, including both a primary series and a booster as recommended by the U.S. Center for Disease Control.

#### **Primary Responsibilities:**

- Become familiar with the FEC model and FECBOT data; the intern will read various CFE Fund publications, watch training videos, meet with FEC team members, and participate in FEC team meetings.
- Using R and Excel, and in close consultation with the CFE Fund's Chief of Research and Evaluation and Senior Associate, the intern will
  - outline a plan for achieving each broad goal, including specific research questions or hypotheses, data needed, timeline, etc.;
  - extract and clean the data, transforming or calculating new variables if necessary;
  - if appropriate, merge with external data sets on the basis of Census tract;

- run a variety of descriptive statistics, cross-tabs, pivot tables etc. and discuss preliminary findings with the FEC team to interpret and decide what to pursue further;
- if appropriate, run bivariate and multivariate statistics to determine the interdependency of key variables;
- summarize meaningful results in a report that includes narrative, tables and graphics; and
- present the report to CFE Fund principals, executives and other interested staff.

**Minimum Qualifications:**

- Currently a graduate student in good standing, studying public administration, public policy, economics, data science, or a similar field.
- Intermediate proficiency in data analysis, including descriptive and inferential statistics and data visualization.
- Intermediate proficiency in Excel and R.
- Interest in consumer finance, household finance, anti-poverty programs and/or urban planning is strongly preferred.
- Ability to explain analytical processes to team members and document processes for replication.
- Detail-oriented, highly organized, self-motivated and a team player.
- Candidates should be available to work 10-15 hours per week for 10 to 15 weeks between October and December 2022, with the possibility of extension.

*The compensation for this position is an hourly wage of \$22 for a maximum of 15-hours per workweek. Overtime is not permitted.*

To apply, please email a resume and cover letter describing relevant skills and comparable projects conducted in either work or academic settings to [info@cfefund.org](mailto:info@cfefund.org). Please include “CFE Fund Data Analysis Internship” in the subject line.