

Research Assistant Intern (Non-paid)

Reports to: Executive Director

Objective: Kingdom Creations Enterprises seeks a Research Assistant Intern who will serve as the link between the information, organization and program. The Research Assistant will manage corporate advertising accounts and ensure that work is completed on time and on budget.

Responsibilities:

- Participates in design, execution, analysis and evaluation of research projects.
- Handles and protects confidential and sensitive data with integrity.
- Manages data collection projects by meeting paper and electronic mailing deadlines.
- Enters data, transcribing tapes and handwritten notes into record-keeping log.
- Assists staff in design and maintenance of online surveys and relational databases.
- Prepares print documents, web pages, and other graphics using Word, Project, and Publisher.
- Assists staff and clients in the design, execution and evaluation of research projects, including literature reviews, surveys, focus groups, data integration and analysis.
- Produces written tabular and visual materials for research reports and presentations.
- Assists staff in logistical management including acquisition of supplies, inventory management, bookkeeping and strategic planning.
- Complies with any other duties or responsibilities deemed necessary by management

Qualifications:

High personal motivation, self-management, and detail-orientation; ability to take responsibility in meeting deadlines and making progress without direct supervision, Strong spoken and written communications skills, Capacity and will to learn new software, research methods, and work routines quickly, under the mentorship of KCE staff; flexibility in responding to new research opportunities as they arise, Motivation to engage in and manage a wide range of intellectual and physical work, ranging from preparing mass mailings to analyzing proposed data-collection designs, Ability to share responsibilities and rewards with a networked team of coworkers, including clients and fellow students, Strong existing computer skills with Microsoft Office, Excel, Publisher, Project, statistical software, and general Internet and electronic communications, Articulate and tactful communications skills; readiness to meet and work directly with clients, Interest in professional development toward future graduate school or employment in advanced social research.



Kingdom Creations Enterprises

Average Time Commitment: 5-20 hours per week; hours coordinated with the Office Manager.

Measure of Success: Completion of weekly goals, reports and assignments. Interns are active and growing, available to other employees and interns, meetings are held efficiently, creates friendly and loving environment, good team spirit.

Benefits: Gain experience in building relationships and working with other people, play a key role in shaping organization, Explore all avenues of the business and knowledge of how to run a business and advertise, Stepping stone to future positions, Opportunity to network on different levels, Recognition, improve meeting management skills, gain experience that can be used on the job.

To Apply:

Email your resume to: mgordon9@peoplepc.com

-Or-

Mail your resume to: Kingdom Creations Enterprises

5555 Conner

Suite # 3052

Detroit, MI. 48213

Attn: Internship