



**RAZA**  
**DEVELOPMENT**  
**FUND**  
SERVING AMERICA  
A Support Corporation of UnidosUS

## Community Impact Assessment, Data Entry Intern

Do you have the desire to give back to the community? Are you looking for a job that fulfills a greater purpose? Join the Raza Development Fund team to serve the Latino and low-income communities on a large scale. You can personally make an impact in creating equitable access to healthcare, education, small business, affordable housing, and more. Apply your professional skill set to make a positive impact and show the next generations what it means to keep striving for better opportunities.

Raza Development Fund, Inc. (“RDF”) is a Latino led and serving Community Development Financial Institution (“CDFI”) created to advance economic opportunity, social mobility, and racial justice. RDF was formed in 1999 by UnidosUS, (formerly, National Council of La Raza), the country’s largest and longest-serving Latino civil rights and advocacy organization. Since its inception, RDF has invested over a billion dollars in 38 states, leveraging over \$6 billion for education, affordable housing, healthcare, social services, and social entrepreneurship.

Today, RDF stands as the largest Latino-focused national CDFI and the country’s premier lender to Latino and low-income serving organizations.

RDF values quality impact assessments to ensure we are directing our financial capital in areas that will have the most impact on the communities we serve. The Community & Impact Funding team at RDF finds and implements creative ways for our organization to show the impact of our investments.

Join our team! RDF is hiring a Community Impact Assessment, Data Entry Intern.

### Position Description:

This individual will be responsible for assisting the Community Impact Assessment team on updating data documentation and performing data entry. The candidate must possess strong analytical skills, excellent attention to detail, and great interpersonal skills. Focus industries may include healthcare and/or small business assessments. Throughout the assignments, there will also be opportunities to participate in regular activities collaborating with a team of professionals in the field with vast experience, all while developing professional skills and technical analytical capabilities. Internship will be part-time with a flexible schedule with remote presence and if located in Dallas or Phoenix some limited in-person working time.

### Tasks include but are not limited to:

- Enter and update database records
- Organize and evaluate information, update data documentation
- Data maintenance and quality control

- Specialized data clean-up projects
- Data entry and manipulation best practices research
- Present findings in meetings with team and leadership
- Perform additional tasks in relation to team responsibilities including, reporting and communicating data updates to other RDF departments, participating in data collection design among others

Qualifications:

- Current undergraduate or graduate student
- Strong connection and drive to contribute to the Latino community
- Meticulous and strong organizational skills
- Proficient with Microsoft Office
- Adaptive learner of new technology
- Strong people skills
- Ability to communicate effectively
- Experience with data entry and manipulation

Plus but not required:

- Experience with CRM software
- Experience with reporting software (PowerBI, Tableau)
- Experience with GIS (ESRI's ArcGIS Online)
- Bilingual – English and Spanish

Compensation:

Monetary compensation will be offered to the selected candidate. This will be provided on a flexible basis depending on the hours of contribution and level of experience agreed upon by both parties. Expected rate is \$20/hour.

Qualified candidates should send their resume of professional qualifications and experience, along with a cover letter to Eugenia Vivanco, Sr. Director of Community Impact & Funding, [evivanco@razafund.org](mailto:evivanco@razafund.org) for immediate consideration.