



3757 S. Wabash Ave.
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Our Mission: We aim to promote self-sufficiency through an innovative and comprehensive network of supportive housing, employment, and educational services.

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Community Health Data Intern Job Description (unpaid)

The Renaissance Collaborative Inc. is a small Community-based nonprofit specializing in housing the chronically homeless and innovative workforce development programs. Our mission heavily focuses on supporting the population we serve with their goals toward self-sufficiency. This is a comprehensive internship to assist the Manager of Health and Wellness by developing a statistical database for residential demographics, evaluation and reporting. We need a student whose focus is in healthcare administration in order to accomplish this successfully.

Responsibilities include:

- Data collection and database management
- Evaluation of health data
- Report crafting on a weekly basis

An ideal candidate must:

- Be an undergraduate or graduate student in good academic standing, preferably studying Health Administration or related field.
- Have knowledge of current HIPPA laws
- Have basic understanding of “mindfulness” best practices
- Have excellent written and verbal skills
- Be proficient in all of Microsoft Office Suite

Time commitment: Minimum of 20 hours per week, 16-week commitment. Expected start date of January 11, 2021.

Location: Intern is expected to be on site at 3757 S Wabash Ave unless changes in the city/state pandemic mitigations do not allow it. ALSO, please bring a laptop if you have one. We have some extras if necessary, however they are very old and slow.

To apply: E-mail cover letter and resume to the Volunteer Manager, Isaiah Moore, at imoore@trcwabash.org with subject line of “Application for Community Health Data Intern”