Data and Project Analysis Intern

About AFT

American Farmland Trust is the only national organization that takes a holistic approach to agriculture, focusing on the land itself, the agricultural practices used on that land, and the farmers and ranchers who do the work. Since our founding in 1980, AFT has helped permanently protect over 6.5 million acres of agricultural lands, advanced environmentally-sound farming practices on millions of additional acres and helped thousands of farm families make a go of it (primarily through programs that increase farm viability and/or enhance farmland access). Long a pioneering leader, AFT is now riding a new wave of growth, driven by agriculture's most pressing needs and opportunities.

We believe diversity drives innovation. We are inclusive. We embrace differences. We recognize and respect the fundamental value and dignity of all our employees. We celebrate the unique traditions, heritages, and experiences our employees bring to the workplace. We are committed to creating and sustaining an inclusive culture that promotes and values diversity, and where everyone feels empowered to bring their authentic selves to work every day.

We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, expression or identity, national origin, age, disability, or genetics. In addition to federal law requirements, American Farmland Trust complies with applicable state and local laws governing nondiscrimination in employment in every location in which we have facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Are you a passionate systems thinker who wants to explore how organizations can improve their impact through data analytics and refined internal management structures? Are you curious about food systems and supporting the future of our America's farms? American Farmland Trust has a unique opportunity for a remote (work from home) paid internship that will support deployment of internal project management systems as a means of increasing connectivity between our projects and departments.

In this paid internship, you will gather and clean data, then enter data into MS Dynamics as part of our overall project management methodology. You will also help create dashboards within the MS Dynamics framework to help our program staff understand their impact, project goals, and overall project statuses. Once you are comfortable within the Dynamics environment, you will also help produce short training videos that will help AFT adopt and fully utilize the Dynamics platform. Along the way, you will help us uncover new ways to utilize Dynamics and help implement best practices in project management methodology. You will work directly with AFT's project management staff, gaining valuable, relevant skills within a highly supportive environment that can be applied in both nonprofit and for-profit environments.

What You'll be Working On

- This position supports project management and data analysis across all AFT programs to help projects reach their goals on time and on budget. Responsibilities include, but are not limited to:
- Import project-specific data into Dynamics to create a more robust project management and reporting platform.
- Use the Dynamics dashboard feature to create graphs that help staff understand overall project status.
- Learn how to create new views within MS Dynamics and develop new views that reflect staff requirements.
- Create short (less than 5 minute) recorded instructional videos that staff can use to deepen their knowledge of the Dynamics system.
- Contribute to analysis of existing features within our project management system and provide insight on how these systems can be modified to increase use and overall performance.

Requirements

- College student or recent graduate.
- Strong written and oral communications skills.
- Organized, self-motivated, and able to work collaboratively within a remote environment.
- Interest in AFTs mission and passion for conservation agriculture.
- Working knowledge of Microsoft Office.
- Willing to learn MS Dynamics and SharePoint.
- Flexible start date and flexible scheduling between 10 and 20 hours per week. This is a remote internship that will utilize the MS Teams platform for communication.

Why you should apply

- Be a part of a purpose-driven, committed, knowledgeable, high-performing, experienced and fun team
- Learn and become passionate about food systems and agriculture policy in New England
- A diverse and inclusive work environment
- A cause and mission you can be proud of
- Remote work opportunities
- Flexible scheduling