

Internship: Research Coordinator – U.S. (Deadline Oct. 11th)

60 Decibels is an impact measurement company that makes it easy to listen to the people who matter most. In 2019, we spun out of Acumen to create a new social enterprise to bring Lean Data to the world.

Our Lean Data approach turns customer voice into high-value insights that help businesses maximize their impact. 60 Decibels has a network of 750+ trained Lean Data Research Assistants in 50+ countries who speak directly to customers, end-users, beneficiaries, and employees to understand their lived experience. By combining voice, SMS, and other technologies to collect data remotely with proprietary survey tools, 60 Decibels helps clients listen more effectively and benchmark their social performance against their peers.

We are looking for Research Coordinator Interns in Latin America and the US to join initially on a short term basis to support our greatly expanding work with social enterprises and impact investing funds in the Americas. While this is a short term opportunity (3-4 months), there may be the option for extension or a full time-role following the placement although this is not guaranteed.

Specifically, the Research Coordinator(s) will:

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- o Contribute to multiple client projects, ensuring researcher engagement, high quality data output, and timely project delivery – contributing directly to the achievement of our organizational goals.
- o Support project teams during project execution, including the following discrete tasks: preparing call trackers, managing a team of research assistants, conducting data quality checks, providing feedback to research assistants, ensuring timely payment to research assistants.
- o Model our company values, particularly as related to the competencies required for quality data collection and researcher management.
- o Model and encourage proactive and effective communication across the team.
- o Be a supportive team member to our global team!

About You: First and foremost, you bring compassion and dedication to this work because it matters to you. You have a bias towards action: you get your hands dirty and actively tackle problems in a way that leads to the best outcomes and brings teams together. You successfully balance flexibility and rigor, using informed judgment to make decisions. You model critical thinking and introspection, taking strategic risks and growing from mistakes. You are decisive and bold, have a growth mindset, are eager to change the status quo, and know the value of being a part of an effective team. More specifically, you bring:

- o 0-3+ years of relevant professional experience; bachelor's degree is not required.
- o Ability to work 20 – 40 hours per week; must be able to commit to 4+ hours daily.
- o Excellent attention to detail and the ability to identify data inconsistencies.
- o Excellent project management competence: timely delivery, high quality output, great communication.
- o Comfort in a fast-paced, entrepreneurial environment; ability to prioritize and multi-task.
- o A quick learner when it comes to new software. We use a combination of StatsIQ, Qualtrics, Airtable and all the standard Microsoft tools.
- o (Preferred) Experience conducting primary or secondary research; including remote or in-person data collection, timely data entry and ensuring data cleanliness.
- o Demonstrated interest in or commitment to tackling global development and social challenges.

60 Decibels is deeply committed to having a workplace that is inclusive and anti-discriminatory. We believe that our team must embody the compassion, listening, and sense of shared humanity that is so central to our goal as an organization. We are proud to be an Equal Opportunity employer and do not discriminate on the basis of race, religion, national origin, gender, sexual orientation, age, marital status, veteran status, or disability.

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As a growing company, we are building towards a more universally accessible workplace for our employees. At this time, we do use some cloud-based technologies that are not compatible with screen readers and other assistive devices. We would be happy to discuss accessibility at 60 Decibels in greater depth during the recruitment process.

Interested in applying?

Deadline: Monday October 11th at 5:00 PM EST. Applications will then be reviewed on a rolling basis until the position is filled.

Location: The Intern(s) will join our US team. We expect remote working to continue for the foreseeable future, pending the COVID-19 situation and Government guidance. Latin America-based Analysts will work remotely as we do not have an office in the region; they will be a valued member of the predominantly US-based team.

Compensation: 60 Decibels offers a competitive salary and benefits package and the opportunity to work in a flexible, fun and supportive environment.

Application: Please use the following [link](#) to apply. We're excited to hear from you!