



Building New Hope
305 34th Street
Pittsburgh, PA 15201
412-421-1625
info@buildingnewhope.org

Volunteer Position: Research Assistant

Hours: Volunteer internship, 10-15 hours per week

Reports to: Executive Director

Updated: August 30, 2017

For time period: We can accommodate 1-2 volunteer interns per semester depending on current needs. Applications accepted on a rolling basis and students can complete this internship for credit or in partnership with a faculty member on our board of directors.

Job Description: The Volunteer Research Assistant conducts research from sources in English and Spanish and provides reports and profiles (with sources noted) to Building New Hope staff on topics relevant to the current work of the organization. Generally, topics can include but are not limited to: fair trade; fair trade education here in the U.S.; organic coffee; shade-grown/bird-friendly benefits; Nicaragua and/or Central America politics, economics, culture, and education; surveys of other non-profits working in Central America in education and/or sustainable development; surveys of non-profit, business, and government groups working in organic coffee, particularly in Central America.

Although not a key responsibility of this position, as part of training and familiarization with BNH, we like all volunteer interns to assist at some of our events and samplings for the coffee project and/or events related to our education programs and fundraising.

Key Responsibilities:

Research:

- Decide with BNH Executive Director and/or faculty member (if internship for credit) which topics will be researched within time-frame of volunteer internship
- Conduct research in English and Spanish as applicable, organizing information and sources
- Conduct any interviews and surveys following best practices and saving data confidentially
- Communicate weekly with BNH, either in person or by email, on progress of research

Provide deliverables from research:

- Provide deliverable reports and surveys to BNH with sources cited with time to edit/make changes based on BNH feedback before the end of the volunteer internship
- Provide final documents to BNH
- If time allows and if there is an appropriate venue, make presentation to BNH staff/volunteers/board of directors on research topic and findings

Outreach Events and Coffee Samplings

- Assist at a few scheduled BNH events to promote our coffee project and/or education programs and/or fundraising

Key Qualifications:

- Experience working with education, Central America, coffee and/or fair trade issues a plus
- Some research topics will require Spanish language ability
- Must be able to work independently and as part of a diverse team
- Demonstrated research skills
- Must be able to meet occasionally at The Global Switchboard; research can be conducted off-site however
- Strong written and verbal communication skills
- Experience with Google Drive and Google Docs a plus

To apply, please send your cover letter and resume as well as a writing sample to info@buildingnewhope.org with the subject line: Research Assistant Volunteer Internship

Building New Hope is a volunteer-driven nonprofit organization based in Pittsburgh and Nicaragua. In Nicaragua, we partner with a worker-owned organic coffee cooperative, operate two supplemental schools for at-risk youth, and provide high school scholarships for students in need. In Pittsburgh, we engage with local schools and universities, faith groups, farmers, non-profits, community groups, and businesses to promote healthy ecosystems and to spread awareness about how fair trade relationships can help to reduce poverty and inequalities. Our reach may be broad but our mission is simple: help those in need by providing educational opportunities and fair prices for goods and services. *For more information, visit www.buildingnewhope.org*

Building New Hope is a resident member of The Global Switchboard.