

Data and Emergency Response Team Internship Job Description

Overview

Join our impactful Data and Emergency Response Team Internship, a 5-month program tailored for students and recent graduates passionate about data management, feedback analysis, and handling urgent situations in community initiatives. This part-time, hybrid role offers the flexibility to work remotely or on-site in Pune and Mumbai, providing hands-on experience in data recording, feedback processing, and emergency response coordination. No prior data management or emergency response experience is required, as comprehensive training in data handling, crisis management, and response strategies will be provided under the mentorship of experienced professionals.

Program Highlights

- Duration: 5 months, with the first 2 months unpaid and a stipend (₹9,000–₹13,000/month) for the remaining 3 months; extension possible based on performance and project needs.
- Type: Part-time (15–20 hours/week, flexible schedule to accommodate academic commitments).
- Location: Hybrid (remote with occasional on-site work in Pune or Mumbai, requiring a reliable internet connection for remote tasks).
- Mentorship: Personalized guidance from seasoned professionals in data management and emergency response with regular feedback sessions.
- Training Provided: No prior skills required; comprehensive training in data logging, feedback analysis, and emergency response protocols.
- Hands-On Projects: Contribute to real-world initiatives, including data collection, feedback analysis, and crisis response coordination.

Key Responsibilities

As a Data and Emergency Response Team Intern, you will:

- Assist in recording and organizing data from community initiatives, events, and feedback surveys in Pune and Mumbai.
- Analyze feedback from community members to identify trends and areas for improvement in programs.
- Support the team in managing urgent situations, including coordinating rapid response efforts during community crises.
- Develop and maintain data logs, reports, and dashboards to ensure transparency and accuracy.
- Create accessible reports or summaries in regional languages to share insights with diverse stakeholders.
- Assist in training team members or volunteers on data collection and emergency response protocols.
- Support partnerships with local organizations in Pune and Mumbai to enhance data-driven decision-making and crisis response.

- Document emergency response activities and outcomes to improve future preparedness and efficiency.

Learning Opportunities

Under expert mentorship, you will gain:

- Data Management:
 - Master data collection, organization, and analysis processes with full training.
 - Learn to maintain accurate and real-time data logs for community initiatives.
- Emergency Response:
 - Gain experience in coordinating responses to urgent situations with training in crisis management protocols.
 - Develop skills in prioritizing tasks under pressure to ensure effective outcomes.
- Communication Skills:
 - Enhance professional communication with communities, teams, and stakeholders during crises.
 - Learn to create accessible data reports for regional or non-digital audiences.
- Digital Tools:
 - Build proficiency in data management tools (e.g., Excel, Google Sheets) and response platforms with training.
 - Optimize data and response workflows using digital tools for maximum efficiency.
- Career Development:
 - Receive personalized mentorship to guide your growth in data management and emergency response.
 - Build a professional portfolio showcasing contributions to data-driven initiatives and crisis coordination.

Required Skills and Qualifications

We welcome candidates passionate about data management and emergency response. No prior skills are required, and training will be provided.

- Operational and Communication Skills:
 - Basic understanding of data handling or crisis coordination through coursework, projects, or self-study.
 - Willingness to learn data management and emergency response protocols through provided training.
- General Skills:
 - Strong attention to detail for accurate data recording and feedback analysis.
 - Excellent communication skills for collaborating with communities and remote teams.

- Proactive problem-solving abilities and a self-motivated attitude toward learning.
- Ability to work independently and collaboratively in a hybrid team under mentorship.

Requirements

- Current enrollment in data science, public administration, social sciences, or related fields at an accredited institution.
- Availability for 15–20 hours per week with a flexible schedule.
- Access to a reliable internet connection and a computer/smartphone capable of running data and response tools.
- Willingness to travel occasionally to Pune or Mumbai for on-site data collection or emergency response tasks.

Preferred Qualifications

While not mandatory, these qualifications strengthen your application:

- Personal or academic projects in data management, feedback analysis, or crisis coordination.
- Basic familiarity with data processing tools (e.g., Excel, Google Sheets) or response platforms.
- Exposure to emergency response or community engagement through coursework or personal initiatives.
- Familiarity with remote collaboration tools (e.g., Slack, Trello, Zoom).

Who Should Apply

- Students: Undergraduates or postgraduates in data science, public administration, social sciences, or related fields eager to gain experience in data management and emergency response, with no technical background required.
- Freshers: Recent graduates passionate about launching careers in data-driven decision-making or crisis coordination, with training provided to bridge skill gaps.

Work Environment

- Collaborative Culture: Join a supportive, inclusive hybrid team fostering creativity and continuous learning in data management and emergency response.
- Mentorship: Receive one-on-one guidance from experienced professionals to accelerate your skills, with tailored training.
- Real-World Impact: Work on projects enabling data-driven community initiatives and effective crisis response.
- Flexible Arrangements: Hybrid work (remote with occasional on-site tasks in Pune or Mumbai) with a flexible 15–20 hours/week schedule.
- Duration and Compensation: 5 months, with the first 2 months unpaid and a stipend (₹9,000–₹13,000/month) for the remaining 3 months; extension possible.

Benefits

- Hands-On Experience: Gain practical skills in data management, feedback analysis, and emergency response coordination, with comprehensive training.
- Mentorship: Learn from experts in data management and crisis response, with personalized feedback.
- Portfolio Development: Build a professional portfolio showcasing contributions to data-driven initiatives and emergency response efforts.
- Academic and Career Support: Earn academic credit (subject to approval) or reference letters for academic and professional advancement.
- Networking: Connect with data and emergency response professionals, opening future career opportunities.

How to Apply

Take the first step toward a rewarding career in data management and emergency response! Our three-stage selection process ensures we find passionate candidates:

1. Application Submission: Submit your resume, along with any relevant project portfolios or links to work (e.g., data analysis, crisis coordination tasks) to support@rbcurexia.com.
2. Assessment Task: Complete a short task on data logging or emergency response planning to demonstrate your abilities (no prior skills required; guidance provided).
3. Interview: Participate in a virtual or in-person interview to discuss your skills, passion, and fit, with opportunities to learn more about the role.

Apply today to gain invaluable experience in data management and emergency response, with all necessary training provided, and contribute to impactful community solutions in Pune and Mumbai!

Contact Us

For more information, reach out to us:

- Website: www.rbcurexia.com
- Email: support@rbcurexia.com