

VTEC CTE - Data Automation Assistant Intern - Part-Time

Job Description

Department: Programs

Reports To: Instructional Program Supervisor

FLSA status: Non-Exempt, Part-Time. \$15.00 per hour

Updated: 5/20/2025

CodeVA is a thought leader in the K-12 education community, developing and delivering engaging computer science content for learners and educators. We are a growing 501(c)(3) non-profit organization based in Richmond, Virginia, committed to retaining the core values that align our work with the organization's mission. CodeVA is committed to supporting learners and educators, building sustainable and collaborative communities, and employing creativity and problem-solving to support the changing educational landscape. Our funders and partnerships include Amazon, Capital One, Google, Meta, The Commonwealth of Virginia, The National Science Foundation, and many other companies, government agencies, and partners who value the need for a computer science-ready workforce.

The Part-Time Intern will work with the Programs Division of CodeVA and the Upper Mattaponi Indian Tribe in a meaningful internship focused on environmental data and community impact. This intern will support efforts to automate water quality monitoring and evaluation processes, working closely with project lead Andi and tribal partners. Ideal candidates are curious, tech-savvy, and excited to apply their skills in a real-world, culturally responsive setting. This is a great opportunity for a student interested in coding, environmental science, or data analysis to gain hands-on experience while contributing to a project that supports Indigenous-led sustainability efforts.

Job Responsibilities

This is a 120-hour, short-term contract position where the intern will engage computer science education nonprofits through specific and measurable programming tasks to automate data

collection. The total number of hours may vary depending on our partner organizations, but should not exceed 20 hours/week. The projects are as follows:

- Work alongside tribal leaders to understand the water & soil quality evaluation process
- Contribute to an environmental quality project by designing a system for automatic monitoring of data
- Develop or adapt tools to automate data entry or analysis tasks
- Test and refine automated workflows to improve efficiency
- Document steps and create user-friendly instructions for ongoing use
- Support general data management and project organization as needed
- Perform additional tasks as needed

Note: The environmental quality project work is an **in-person, on-site** position (King William, VA area) with virtual collaboration. You will work a estimated 5-15 hours in-person per week and must provide your own transportation.

Job Qualifications

- Open to high school juniors/seniors and college students
- Passion for community service, especially supporting tribal communities
- Basic experience with coding (Python or Micro:Bit preferred)
- Comfortable using spreadsheets (Excel or Google Sheets)
- Interest in science, data, or the environment
- Good communication and teamwork skills
- Willing to learn and solve problems independently
- Respectful and culturally aware when working with diverse groups
- Able to travel to tribal communities in Virginia

Physical Qualifications

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of sitting at a desk and working at a computer
- Use hands to finger, handle or feel
- Reach with hands and arms
- Stand and walk
- Occasionally lift up to 10 pounds