

Data Collection Internship Description

Friendship Circle of Washington

The Friendship Circle of Washington is a nonprofit organization serving children and families with Intellectual and Developmental Disabilities in the King County area. Our programs aim to bridge the gap between special needs and typical youth, empower special needs youth with the skills they need to live a productive and independent adult life, give parents and families much-needed respite, and nurture a sense of awareness and communal responsibility in our teen volunteers. We provide families and siblings of children with developmental disabilities with a caring community where they are understood, appreciated, and embraced.

We are thrilled to offer an internship opportunity for a Data Collection Intern with a specific focus on developmental disabilities. This role is designed for an enthusiastic and detail-oriented individual who is passionate about working with kids and teens with special needs, and/or is pursuing a certification in Applied Behavior Analysis (ABA) or Board Certified Behavior Analysts (BCBA). The successful intern will work closely with our team to support data collection initiatives aimed at enhancing our program impacts and outcomes for those with developmental disabilities.

Primary Responsibilities:

- **Specialized Data Collection:**
 - Contribute to the collection of data at Sunday Circle Programs twice a month, specifically related to program interventions, individual and group engagement, and social, and group behavior.
 - Collaborate with team members to gather insights into program and intervention impacts.
- **Data Organization and Support:**
 - Assist in organizing and maintaining data, paying special attention to information relevant to program and volunteer interactions and developmental disabilities.
 - Learn to categorize and label data in the context of ABA and BCBA practices.
- **Collaboration with Professionals:**
 - Collaborate with professionals to understand specific data requirements and contribute to projects aimed at improving program outcomes for individuals with developmental disabilities.

Desired Professional and Personal Qualifications:

- Currently pursuing a degree or in a related field (e.g., Special Education, Psychology, Applied Behavior Analysis) or seeking hours for BCBA or related certificate.
- Strong interest in ABA, BCBA, special education, and/or developmental disabilities.

- Basic analytical and critical thinking skills.
- Excellent attention to detail and organizational skills.
- Good communication skills, both written and verbal.
- Ability to work well independently and in a team.
- Familiarity with basic data analysis tools and techniques.
- Eagerness to learn and adapt to new challenges.
- Sensitivity toward the Jewish community;

January-June 2024, 6-8 hours a month. Sunday Availability is required.

Interested candidates should submit their resume and a brief cover letter explaining their interest in the internship. Please send applications to kimb@friendshipcirclewa.org