YMCA AT VIRGINIA TECH

Data Analyst & Compliance Intern

FEDERAL WORKSTUDY ELIGIBLE STUDENTS ONLY

Overview:

Title:	**Data Analyst and Compliance Intern**
Hours per week:	**10 hours**, on average
Rate of pay:	**$20.00 per hour**
Time period:	2025/26 academic year
Schedule	Flexible; some evenings and weekends may be required
Positions:	1 position available
Synopsis:	Assist with the management of community programs, capture and warehouse pertinent data, prepare required reports, and ensure compliance with program regulations.

Job Description

Summary

The Y at VT offers meaningful paid internship positions that provide students with hands-on experience, applying concepts learned through coursework to real-world situations.

Reporting to the YMCA's Chief Operating Officer (COO), the Data Analyst and Compliance Intern will assist in the management of community programs, capture and warehouse pertinent data, prepare required reports, and ensure compliance with program regulations. The position will be integral in showcasing the strength of the Y's outreach activities by capturing, analyzing, and interpreting quantitative and qualitative data.

Responsibilities:

- Data Analyses
  - Assist in developing data collection systems and optimizing data quality for all programs
  - Collect, record, and calculate program data for various programs
  - Create standardized reporting templates and metrics to meet Y-USA Annual Report guidelines
  - Analyze data, identify trends, opportunities, present findings
  - Maintain data systems and hard copy files to ensure accuracy
  - Identify patterns and trends in data sets
- Federal and State program compliance – the Y is a sponsor of CACFP (Child and Adult Care Food Program) and SFSP (Summer Food Service Program) which are governed by the USDA (United States Department of Agriculture) and the VDOE (Virginia Department of Education)

- Calculate and reconcile weekly meal site paperwork to include inventory, delivery, production records, attendance, receipts, meals served, etc.
- Support maintenance of meal component postings and meal pattern requirements being met
- Maintain all hard copy and electronic documentation supporting CACFP/SFSP programs for the YMCA at Virginia Tech including, but not limited to, site applications, staff certifications/trainings, compliance reviews, and monitoring visits.
- Conduct pop-up monthly site inspections to ensure compliance and report deficiencies immediately to COO and Director of Operations for resolve.

Experience and Qualifications:

- An interest in leveraging data to support program growth and celebrations of success
- A desire to ensure programs are operating in compliance with identified requirements
- Ability to complete assignments on time and work within tight deadlines
- Demonstrated commitment to working collaboratively with colleagues and other community organizations
- Comfort with on-line tools and resources
- Attention to detail
- Proficiency with Microsoft Office Professional Suite
- Excellent oral and written communication skills

At the YMCA at Virginia Tech, strengthening community is our cause. Since 1873 we've worked side-by-side with our neighbors, volunteers and partners to build community in the New River Valley through leadership, learning, and service; providing opportunities for individuals and families to learn, grow, and thrive. We strive to build community by:

- Nurturing the potential of children and young adults through academic enrichment, after-school, and leadership development programs
- Improving the health of well-being of individuals and families within the New River Valley through continuing education, food security, and wellness programs
- Leading by example as a socially responsible organization offering community recycling programs, promoting a sustainable food system, providing meaningful volunteer opportunities, and serving as a philanthropic partner for mission advancement.

Join us in creating lasting personal and social change throughout the New River Valley as a member of our staff team. To learn more about the YMCA at Virginia Tech, our programs and services please visit www.vtymca.org.

TO APPLY:

Review of applicants will begin immediately. Please send cover letter and resume to missy.corbin@vtymca.org; include "Data Analyst and Compliance Intern" in subject line. Feel free to call (540) 961-9622 with questions.