

## Compliance Intern Summer Internship in Menlo Park LifeMoves

**Position Title:** Compliance, Data & Reporting Intern

**Main Location:** LifeMoves Administrative Office, 181 Constitution Drive, Menlo Park, CA 94025

**Time Commitment:**

- **10 weeks: June 12<sup>th</sup> – August 18<sup>st</sup>**
  - Full time (40 hours/week)

**Position Details:**

The LifeMoves Compliance, Data & Reporting Intern will assist with the scheduling and coordination of user database training. They will support the department's current training program for all new and existing staff. The Compliance, Data & Reporting Intern goals are to optimize productivity and highlight inefficiencies where innovation and best practices can be applied.

**Responsibilities may include:**

- Develop record keeping system & schedule for user trainings
- Assist in developing curriculums and training programs
- Design and prepare educational aids and materials
- Provide operational support to Compliance, Data & Reporting staff as needed
- Assess instructional effectiveness and summarize evaluation reports determining the impact of training on employee skills
- Maintain updated curriculum database and training records

**Position Requirement/Preferred Skills:**

- HS Diploma and working toward a 4 year degree in Education, Training, HR or related field preferred
- Attention to detail
- Follow directions with limited supervision, and desire to take initiative
- Strong ability to plan and organize
- Ability to comprehend and understand data systems
- Understanding of Wikis and Microsoft Excel
- Strong communication skills
- Desire to learn, and make a difference for people in LifeMoves programs

**Learning Outcomes:**

- Insight into strategic decisions regarding training processes
- Acquire knowledge of instructional design theory and implementation

**Compensation:** Unpaid

**Supervisor:** Cindy M. Lui