

JOB ANNOUNCEMENT—BETTER BUYING INSTITUTE

RESEARCH INTERN – SPRING 2022

[Better Buying Institute](#) (BBI) was launched in 2019 to promote the improvement of buyer purchasing practices, supply chain management, worker conditions, and the natural environment. A young organization working to transform the way global supply chains work, BBI's primary activities include: (i) independent research, (ii) the operation and management of a ratings and evaluation platform on which suppliers provide information about their buyer customers relating to various aspects of purchasing practices and (iii) projects and training on supply chain industry practices to support innovation and promote change. Our work started with the apparel, footwear, and household textiles industries where we are already beginning to see positive changes. We have been organically expanding into the broader consumer goods sector and plan to make more intentional progress with new industries in that sector soon.

Better Buying Institute reimagines supply chain sustainability, leveraging data to strengthen supplier-buyer relationships and improve purchasing practices that drive profitability while protecting workers and the environment. We focus on the day-to-day business activities (purchasing practices) used by retailers and brands to bring products to market. While these purchasing practices have been known to put pressure on supply chains, their negative impacts on suppliers, workplace conditions, worker wages, and environmental performance have increased and become highly visible during the Coronavirus pandemic crisis with brand and retailer purchasing practices often determining the viability of supplier businesses and whether or not workers in their factories go hungry.

Better Buying Institute is a non-profit 501(c)3 organization incorporated in Delaware in the United States and is the outgrowth of a research project started in 2015 and headed by Dr. Marsha Dickson, a distinguished academic scholar.

About the Opportunity

Better Buying Institute is seeking a **Research Intern** to provide support during the 2022 ratings cycle, both related to the ratings cycle itself and to Better Buying's other research and reporting activities. The Research Intern will assist the Research Team with supplier engagement, response rate tracking, and other activities as needed. These additional activities may include analyzing and interpreting data, assisting with the generation of company and industry reports, and otherwise supporting the Better Buying™ team in achieving its mission.

Major Roles & Responsibilities

Supplier Engagement. Reach out to suppliers via email and phone inviting them to submit ratings, reminding them about the opportunity to do so, and thanking them for their participation. Ensure all components of supplier communications are correct, including attachments, company names, and other details. Track response rates and dates of communications to suppliers.

Company Reports. Under the supervision of the Research Associate, help test and generate Better Buying™ Company Reports at the close of the ratings cycle. Check for reporting accuracy and support the Better Buying™ team in analyzing and interpreting the results.

Ongoing Research and Reporting. Support the Better Buying™ team in other ongoing research and reporting efforts throughout the period, including generating charts and figures, providing early insights into results, and other activities as needed.

Qualifications should include:

The ideal candidate for the Research Intern has an eye for detail and is interested in global supply chain sustainability. In addition:

- A senior-level undergraduate or graduate student.
- Proficiency in Microsoft Suite tools (Word, PowerPoint, Excel) and Google Drive.
- Detail-oriented, reliable, and responsive.
- Self-motivated and goal-driven with ability to work remotely with minimal supervision.
- High ethical standards and personal integrity.
- Preference for residents of Michigan, New York, Pennsylvania, or Texas.

In addition, the following skills and experiences are preferred:

- Proficiency in SPSS.
- Coursework related to quantitative and qualitative research.

Details

This is a part-time paid internship for up to 10 hours per week depending on the work needs, beginning March 15, 2022 and ending June 7, 2022. This term may be shortened or extended based upon performance and needs of the organization. You will work remotely from your home, provide your own computer, and report to Better Buying's Research Associate. You will be required to sign and abide by Better Buying Institute's Staff and Consultant Confidentiality Agreement and Privacy and Data Protection Policies.

Better Buying Institute is an equal employment opportunity employer and considers all applicants for employment regardless of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression and any other characteristic protected by federal, state, or local laws.

To Apply

Applicants should send to apply@betterbuying.org:

- A cover letter and resume
- Two letters of recommendation from professors. One letter of recommendation from an employer can be substituted for one of the professor recommendations.

You must include "Research Intern" as the subject line of the email. Questions concerning this position should be sent to the email address above. No phone calls or faxes, please.