

Paid Summer Internship - Program Evaluator/Data Analyst

Oakland, CA, US

Public Profit helps youth service organizations measure and manage what matters. Our clients include a variety of public service organizations that serve children and youth, including schools, cities, philanthropies, nonprofits, and children's policy advocates. We provide program evaluation, evaluation capacity building and data visualization services.

Public Profit seeks two exceptional candidates for our summer 2017 internship. Interns are a fully integrated part of our project teams, providing substantive support on key organizational deliverables. The intern will spend roughly half of her/his time on data analysis tasks and half on writing findings reports. Interns will spend most of their time on evaluations of school-based after-school programs in three California cities.

Specific tasks and opportunities for interns include:

- Data cleaning and management - Identifying and correcting problems with multiple quantitative data sets, creating new variables, merging files using unique identifiers.
- Data analysis - Preparing descriptive and inferential analysis using multiple data sources, including enrollment and participation, site visit, survey, and academic data.
- Writing - Contributing to final findings reports that are shared with program sites, funders and the public.
- Learning - Full immersion in high performing evaluation teams, extensive training at the start of the internship period, participation in youth development reading group, observation of presentations to clients (as available).

Our ideal candidate:

- Is familiar with education, child and family policies and programs; experience with after-school programs and policies a plus.
- Is enrolled in, or has completed, graduate training in public policy, education, social welfare or similar fields.
- Has completed training in statistics and program evaluation. Graduate level training preferred.

- Can demonstrate her/his hands-on experience managing data and conducting descriptive and basic inferential statistics. Strong familiarity with Excel and SPSS/STATA required.
- Is a strong writer, ideally with experience summarizing data for non-technical audiences.
- Can demonstrate her/his superlative project management and communication skills.
- Is energized by managing multiple tasks simultaneously, and is deadline-driven.

What the Program Evaluator/Data Analyst intern will gain:

- Opportunity to build skills in applied program evaluation by working with high performing project teams.
- Extensive work with large data sets, including data cleaning, matching, and analysis. (Depending on the project, sets will include 10-20,000 cases.)
- Opportunity to co-author findings reports, with an emphasis on preparing accurate and compelling summaries for a non-technical audience.
- Chance to be part of a hard-working, enthusiastic and collaborative evaluation firm that is growing every day.

Link to apply:

<http://www.idealists.org/view/internship/H8CKwpFDwTW4/>