

**Position Title: Program Evaluation Intern**

**Position Category: Internship**

**Number of Internships Available: 2**

**About Girls Inc.:** Girls Inc. of Alameda County is a nonprofit organization located in Oakland, California dedicated to inspiring all girls to be strong, smart, and bold. We are a local affiliate of the national Girls Inc. organization, which provides vital educational programs to millions of American girls, particularly those in disinvested communities. Girls Inc. of Alameda County provides year-round academic achievement and skills-building programs, as well as counseling services, to over 8,000 girls and families each year.

At Girls Inc. of Alameda County, we believe generations are transformed when girls are equipped with knowledge, information and confidence. When girls (ages 5-18) are engaged in our programs, they develop the essential skills and tools they need for college, career and life success. Girls Inc. programs take place at a variety of community and school-based sites on a year-round basis.

**Position Summary:** The Program Evaluation Intern team plays an instrumental role in the continuous quality improvement process of Girls Inc. programs. Through analyses of the 2018-19 Girls Inc. school year and summer program data, interns will summarize program outcomes and results in reports that both inform our practice and demonstrate our impact. At the end of the internship period, each intern creates a presentation to engage with a cross section of Girls Inc. leadership and staff to determine what aspects of programs are effective and, most importantly, program areas to improve, so Girls Inc. can make sure we provide girls with high quality programming so they can be strong, smart, and bold.

**Responsibilities:**

- Research outcomes, effects and impact of Girls Inc. programming in one or more of the following areas: college and careers preparation; STEM learning; literacy; youth leadership and advocacy; health and sexuality education; fitness and nutrition; and mental health interventions.
- Participate in the data collection phase of the evaluation cycle for summer programs.
- Review surveys and evaluation data; use data management system to organize and categorize information.
- Analyze collected data; identify trends; propose findings; and summarize results in a report for Girls Inc. to demonstrate impact to key stakeholders, including girls, families, schools, partners, and funders/donors.
- Present key findings and make recommendations to program staff and senior leadership at Girls Inc. for future program improvement.
- Collaborate with fellow interns to produce consistent, complementary reports across program areas.

**Qualifications:**

- Currently enrolled in or recent graduate of a Master or Doctoral program in public administration, public policy, public health, social work, education, social sciences, or similar field; highly qualified undergraduates may also be considered.

- Experience with quantitative and qualitative research methods in the social sciences.
- Strong desire to support Girls Inc.'s mission, programs, and community.
- Interest in working with disinvested communities and using data to inform the design of high quality services to meet community needs.
- Ability to organize and prioritize multiple tasks and work collaboratively, as well as independently.
- Excellent written communication and analytical skills, including experience producing reports with narrative and visual representation of information/data.
- Bi-literate (Spanish/English) highly desirable, but not required.

**Benefits:**

- Partner with youth development professionals to complete meaningful research projects that will directly impact program goals, objectives, and methodologies.
- Lead and manage evaluation projects, including instrument design, data management, data analysis and interpretation, and dissemination.
- Receive training and experience with grant-writing and program-focused fundraising.
- Build contacts among Bay Area non-profit and education networks.
- Regular and frequent supervision focused on professional development and skill building.
- Attend Girls Inc. organization-wide Professional Development trainings.

**Commitment:** Interns will commit to work 8-10 weeks between June and August 2018; 32 hours per week (Monday-Thursday). Schedule and number of hours are negotiable, based off of intern's other commitments.

**Compensation:** Girls Inc. will cover transportation costs, and work with the intern's school/program to provide paperwork for course credit, service hours, or work study if available. If intern is unable to secure benefits through their school, a stipend will be provided. Upon completion of the internship, a letter of recommendation will be provided.

**Apply:** To apply, please submit your CV or resume; writing sample (not exceeding 5 pages); and a cover letter, which includes your interest in Girls Inc., how this internship supports your academic and professional goals, and the skills and expertise you have that will support your success. Application materials should be sent to Aisha Siddiqui, Grants and Evaluation Manager, at [asiddiqui@girlsinc-alameda.org](mailto:asiddiqui@girlsinc-alameda.org). *Incomplete applications will not be considered.*

For more information visit: [www.girlsinc-alameda.org](http://www.girlsinc-alameda.org)