

## Evaluation Intern

### About Us

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, we have programs that support the unique needs of girls aged 5-18, and, starting in the 1990's, to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in and around Oakland. Through a K-12 Program Continuum, we empower girls by equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy interventions in elementary school and exciting hands-on STEM and STEAM projects in middle school to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Girls Inc. of Alameda County's operating budget is \$7M with 100 staff in our downtown Oakland Simpson Center for Girls and in more than 15 schools and satellite centers across Alameda County.

### About the Role

The Program Evaluation Intern plays an instrumental role in the continuous quality improvement process of Girls Inc. programs. Throughout the academic year (February-May), the Program Evaluation Intern will support with programmatic compliance tasks such as, but not limited to monthly report review and tracking, enrollment tracking, attendance tracking, survey implementation preparation and tracking, training and workshop preparation.

Through analyses of the 2023-24 Girls Inc. school year and summer program data, during the summer, the Program Evaluation Intern 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 1-2 presentations 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 that will inspire them to be strong, smart, and bold.

### Job Summary

- 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 reports for Girls Inc. to demonstrate impact to key stakeholders and funders/donors, including girls, families, schools, partners.



- Present key findings and make recommendations to program staff and senior leadership at Girls Inc. for future program improvement.
- 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.
- Depending on Intern's interests and skills, additional learning responsibilities may include tasks in grant reporting, program support, or participant database management.
- Organize 2023-24 evaluation results to share back with youth participants before survey administration period
- Participate in team, Grants-Eval collaboration, and Program-Eval collocation meetings
- Perform data analysis and synthesis using Excel and potentially new platforms (i.e. Alchemer, Qualtrics, etc)
- Contribute your creativity/experience to the streamlining and evolution of current processes
- Construct evaluation surveys to administer to youth participants, caregivers, and staff using online survey platforms (Survey Monkey, Alchemer, Qualtrics, etc)
- Maintain organized files on SharePoint to support ease of access and sharing
- Provide support for various tasks and projects that arise, as capacity allows
- Contribute to the growth mindset and empowering culture of our team and organization
- (Tentative) Site visit and observe after school programs in the Oakland area

## About You

- Currently enrolled in college majoring in public administration, human services, psychology, public policy, public health, social work, education, social sciences, data science or similar field.
- 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 and independently.
- Excellent written communication and analytical skills, including experience producing reports with narrative and visual representation of information/data.
- Biliterate (Spanish/English) highly desirable, but not required.
- A strong internet access off site, or the capacity to commute to the office location in downtown Oakland

## What We Offer

- Compensation: *\$4,600 annual stipend*
- 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.

### **Equal Opportunity Employment State**

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to: provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, political belief, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

For more information about Girls Inc. of Alameda County, please view our website at [www.girlsinc-alameda.org](http://www.girlsinc-alameda.org)

