



**Paid Summer Internship
Consultant for Mission-Driven Organizations**
Posted January 8th, 2020

About the Organization

Public Profit helps mission-driven organizations use information to improve their practice and deepen impact. Our clients include cities, schools, museums, philanthropies, nonprofits, and policy advocates. We provide program evaluation, evaluation capacity building, strategic program design, and data visualization services.

Public Profit's Commitment to Equity and Inclusion

At Public Profit, we are committed to equity and inclusion for our team, our clients, and the communities we serve.

Because of this commitment, we believe in the power of elevating diverse perspectives, using community-based and human-centered approaches, and listening to understand in order to better empower and serve our clients and communities.

We recognize that many of the issues faced by the communities we serve are the result of systemic oppression that disproportionately affects people along racial, ethnic, gender, and socioeconomic lines. We come to this work from a position of privilege and recognize that it is our responsibility to actively confront our own biases and the systemic injustices we hope to change.

We understand that we will make mistakes in our pursuit of equitable and inclusive outcomes, and we will own the responsibility for taking corrective actions when we do. We believe the journey to greater equity and inclusion is ongoing, but it is a journey we are passionate about and committed to continuing.

Our purpose on this journey is to do more than simply check off a box to say we fulfilled our requirement "to do" equity and inclusion, rather we are tirelessly and continuously learning to find new strategies, methods, and practices in order to uphold our commitment to equity and inclusion for our team, our clients, and the communities we serve.

Internship Opportunity

Public Profit seeks two candidates for our summer 2020 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 cleaning and analysis tasks and half on writing findings reports. Each intern will contribute to a portfolio of 4-5 program evaluations during their time at Public Profit.

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, creating qualitative datasets.
- Data analysis – Preparing descriptive and inferential analysis using multiple data sources, including enrollment and participation, site visit, survey, and academic data. Coding themes in qualitative data, such as from client documents or interview transcripts.
- Writing – Contributing to final findings reports that are shared with program staff, funders and the public.
- Learning – Full immersion in high performing consulting teams, extensive training at the start of the internship period, participation in topical reading groups, observation of presentations to clients (as available).

Our ideal candidate:

- Is familiar with US education, child and family policies and programs.
- Has completed coursework in social science research methods and basic statistics, or has 1-2 years of equivalent on-the-job experience.
- Can demonstrate hands-on experience managing data and conducting descriptive and basic inferential statistics. Strong familiarity with Excel is required, experience with statistics packages such as SPSS, STATA, or R is a plus.
- Can demonstrate hands-on experience collecting and analyzing qualitative data, such as interviews and focus groups.
- Is comfortable writing about data for non-technical audiences.
- Can demonstrate strong project management and communication skills.
- Is energized by managing multiple tasks simultaneously and is deadline driven.

What the 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, fun-filled, and collaborative team.

About the position:

- The internship will last from Monday, June 8 through Friday, August 14, 2020 (with the option to take 1 week off and extend the internship to August 21).
- Full-time hours (40 hours/week).
- An honorarium of \$7,500 is provided with the internship.
- Intern will work at Public Profit's offices in downtown Oakland, California.
- Interns are responsible for securing housing for the internship period.

To Apply:

- We will review applications beginning Monday, January 27. Applications received after the due date will be reviewed on a rolling basis.
- Email a cover letter and resume, with your name in the document title (e.g. "Amirah Shah Resume") to jobs@publicprofit.net.
- In the cover letter, clearly describe how your experience meets the qualifications named above and confirm your availability for the entire internship period.
- Due to the large volume of applications we receive, only applicants selected for an interview will be contacted.