



Data & Evaluation Internship Description

Job Title: Data & Evaluation Intern

Division: Data & Evaluation

Reports to: Data & Evaluation Manager

ORGANIZATION OVERVIEW

Beyond Emancipation (B:E) supports transition aged youth with experience in the foster care or probation systems in their transformation to live healthy, connected, productive lives. Since 2010 B:E has worked to develop, integrate and now disseminate an approach to services based on coaching principles and techniques. The resulting model: *Creative Connected Resourceful and Whole* ensures youth have support to build capacity, expand possibilities and achieve greater fulfillment and success while staying on track with life objectives in five core areas: housing, education, employment, permanency and wellness. More information about B:E is available at www.beyondemancipation.org.

B:E is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.

POSITION SUMMARY

Beyond Emancipation is seeking an energetic, detail-oriented and organized student to assist with various data projects across the organization. The ideal candidate will exhibit a strong interest in working for transition aged youth and creating lasting social impact.

The Data & Evaluation Intern will apply and strengthen their skill sets. They will gain insight on evaluation methods, strengthening their data visualization, and become more efficient with data management. This is an exciting opportunity where a lot of the intern's time will be spent learning and exercising applicable data management skills.

The Data & Evaluation Intern is responsible for assisting with building out the organization's data capacity, as part of the organization's learning initiative, which will lead to outcomes measurement and data-driven decision-making. Beyond Emancipation's Data Department oversees the organization's design, implementation, and ongoing function of data systems. The Data & Evaluation Intern will assist with analyzing and reporting out performance assessments and evaluations.

The Data & Evaluation Intern should demonstrate a strong commitment to the mission and values of Beyond Emancipation. This position is ideal for a postsecondary student interested in learning more about program evaluation and data management in the context of education, workforce development, coaching, and case planning for transitional age youth.

ESSENTIAL FUNCTIONS

- Support the Data & Evaluation Manager with various data projects
- Work on both the front and back end of the Apricot database
- Prepare and store organizational data
- Enter large quantities of data quickly and accurately
- Adapts to change and focus efforts to the highest priority tasks
- Works smart on projects that will be used in programs or to drive program decision-making

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As mandated by Community Care Licensing (CCL), an offer of employment for this position will be contingent upon successful completion of a background check, including fingerprinting.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent computer and database skills (Apricot or other database system knowledge is a plus). Advanced proficiency in Microsoft software (Outlook, Excel, Word, PowerPoint) preferred.
- Excellent attention to detail, time management and documentation skills.
- Excellent verbal and written communication skills.
- Demonstrated ability to work well independently and as a member of a team under minimal supervision.
- Ability to commit to a consistent schedule.

EQUAL OPPORTUNITY

We recognize that in order to better serve our clients we need to continue to build an organization that supports, understands and lives diversity - in our staffing and in our values. Our commitment to a coaching model is a step towards building a supportive community and we encourage diverse candidates who will be a leader in integrating our work and values to

transform the life of our clients. B:E is an equal opportunity employer, and we seek to develop a diverse workforce.

PHYSICAL DEMANDS

The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. B:E will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

COMPENSATION AND HOURS

This position offers a stipend of up to \$1,500 per semester with the possibility of continuing the following semester. Course credit or volunteer arrangements are also available. You will be expected to work 15-20 hours per week. Flexible arrangements can be made to accommodate some remote work hours. Your schedule will vary based on need.

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HOW TO APPLY

Please email your cover letter, resume, and three references to jobs@beyondemancipation.org