

Evaluations Intern

Student Eligibility Note: This opportunity is only open to MCAH MPH students pursuing their Summer 2024 required practicum (400+ hour). Students from other concentrations will not be considered.

SW Evaluations Intern Job Description

GENERAL DESCRIPTION:

The Evaluations Intern supports the Director of Evaluations at SisterWeb. The intern will work primarily with the Director of Evaluations and other interns on efforts required to evaluate our organization's services. Efforts involve preparing the materials necessary to support our case for funding requests, including: data collection, compilation, and analysis required for accountability measures, research and writing of client stories to demonstrate individual impact, assistance with evaluation activities, and writing and development of training materials. We are also testing and researching curriculum design and new virtual learning tools and how to create culturally responsive ways to increase our impact within the communities we serve.

REPORTS TO: Director of Evaluations

JOB CLASSIFICATION: Stipended Internship

QUALIFICATIONS:

Required:

- Currently enrolled Graduate student in the MCAH concentration.
- Highly organized
- Excited about SisterWeb Community Doula Network's mission, vision and values
- Commitment to health equity and using anti-racist practices
- Attention to detail and accuracy
- Proficiency in Google Office Suite and Data programs
- Strong writing and communication skills
- Ability to handle multiple deadlines in an environment of constant change
- At the end of your internship, you will be expected to prepare a report summarizing key findings from a project of your choice and your recommendations for strategic next steps.
- Ability to attend weekly supervision and weekly team meetings virtually

Preferred:

- Experience with curriculum development and/or adult learners
- Some familiarity with Maternal Health and/or birth work landscapes
- Experience working within BIPOC communities
- Familiarity with Results Based Accountability framework (RBA)

DUTIES & RESPONSIBILITIES:

- Under direction of the Director of Evaluations, request, collect, compile and analyze data related to new workforce development initiatives.
- Assist in the compilation of educational materials, curriculum development and piloting of new training materials.
- Assist in the coordination and implementation of a week long training for new doulas. This training will require in person attendance for 1-2 weeks.
- Assist in evaluation efforts for organization services, including coordinating data tools (client surveys), administration of data, data entry, and analysis.
- Expand library of individual stories by interviewing clients and staff and gathering written accounts of their experiences and taking photographs to demonstrate program impact.
- Assist with piloting new and innovative strategies to gather qualitative data across our programs.
- Perform other duties as directed, including prospect research through online and paper-based resources, review of grant guidelines, determining appropriate funding match to programs and services.
- Must follow all policies and procedures for handling confidential documentation and confidential information.
- Other duties as assigned by supervisor.

To apply for an internship, please send us your current resume that reflects any relevant experiences and skills as well as a cover letter that explains what you will bring to the position and what you hope to gain as an intern.

All materials should be sent via email to Director of Evaluations Alli Cuentos
a.cuentos@sisterweb.org

Please reference "SW Evaluations Internship" in the subject line of your email.