Public Profit helps mission-driven organizations measure and manage what matters. Our clients include a variety of organizations that serve children and youth, including schools, cities, museums, philanthropies, nonprofits, and children’s policy advocates. We provide program evaluation, evaluation capacity building and data visualization services.

Public Profit seeks two exceptional candidates for our summer 2018 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 2-3 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; qualitative coding as available.
- Writing – Contributing to final findings reports that are shared with program sites, funders and the public.
- Learning – Full immersion in high performing evaluation teams, extensive training at the start of the internship period, participation in youth development reading group, observation of presentations to clients (as available).

Our ideal candidate:

- Is familiar with education, child and family policies and programs; experience with after-school programs and policies a plus.
- Is enrolled in, or has completed, graduate training in public policy, education, evaluation, community psychology, social welfare or similar fields.
- Has completed training in statistics and program evaluation.
- Can demonstrate her/his hands-on experience managing data and conducting descriptive and basic inferential statistics. Strong familiarity with Excel and SPSS/STATA required.
- Is a strong writer, ideally with experience summarizing data for non-technical audiences.
- Can demonstrate her/his strong project management and communication skills.
• Is energized by managing multiple tasks simultaneously, and is deadline-driven.

What the Program Evaluator/Data Analyst 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, enthusiastic and collaborative evaluation firm.

About the position:
• The internship will last from Monday, June 4 through Friday, August 10, 2018 (with the option to take 1 week off in July and extend the internship to August 17, 2018).
• 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:
• 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.
• We do not review materials with substantial spelling, formatting or grammatical errors. Make your best impression by reviewing application materials thoroughly.
• Only applicants selected for an interview will be contacted.