



The Institute for Community Health is an organization dedicated to improving the health status of residents of Cambridge, Somerville, and surrounding cities and towns through facilitation and collaborative sponsorship of community-based research, assessment, dissemination, and educational activities.

### Spring 2017

## INTERNSHIP OPPORTUNITY: Evaluation Support For Two Cambridge-based Early Childhood Programs

The Institute for Community Health (ICH) works in partnership with the [Agenda for Children](#) (AFC) program to evaluate various components of AFC's Cambridge-based literacy initiatives. One component is the Home Visitor program, where Literacy Ambassadors – multilingual, multicultural, trained parents - serve as the primary link between the Agenda for Children and hard-to-reach families throughout the Cambridge community. The Literacy Ambassadors visit families to discuss and illustrate techniques for reading and talking with their children. ICH has worked with AFC to conduct phone interviews with home visit participants.

ICH has also worked in partnership with City of Cambridge's [Baby University](#) program to evaluate various components of its 14-week parenting program targeted at low income mothers and fathers. The program includes workshops, playgroups (opportunities to practice skills learned in workshops), and home visits. To evaluate the program, we conduct interviews with current and alumni participants of the program and analyze and report on process and outcomes measures related to parents' participation in the program.

ICH is seeking an intern to assist with data entry, qualitative data analysis and reporting of parent interviews, basic quantitative analysis, report writing, and presentation development.

#### Opportunities for the Intern:

- Exposure to two community-based early childhood programs one focused on family literacy and one on parenting
- Participate in meetings with staff at partner organizations
- As part of the ICH team, support and gain experience with program evaluation and with qualitative and quantitative data analysis
- Improve reporting and data visualization skills
- Participate in presentations to staff at partner organizations

#### Intern Responsibilities:

- Support for data analysis of data collected from families participating in both programs
- Incorporate results into a reports/presentations for staff and other stakeholders
- Attend internal ICH staff meetings and meetings with partner organizations
- Support other evaluation activities as needed (e.g. data entry, logic model updates)

#### Necessary Skills:

- Organized and detail-oriented
- Good verbal and written communication skills
- Conceptual thinker
- Self-motivated, independent work style
- Interest in program evaluation and qualitative data analysis

This unpaid internship is for approximately 8-10 hours/week. Internship begins in January 2017 and concludes in May or June 2017. **When applying for this internship, please provide a cover letter and resume..**

*The purpose of the ICH education program is to further practice-based public health training and increase community research capacity by supporting ICH projects and partners.*

Please contact ICH Education Coordinator Dan Derman ([ICHEducation@challiance.org](mailto:ICHEducation@challiance.org)) for more details.  
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