



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.

**Winter/Spring 2020  
INTERNSHIP OPPORTUNITY  
Evaluation Intern for Cambridge-based education and family support programs**

The Institute for Community Health (ICH) works in partnership with several Cambridge-based programs to provide evaluation support. These include:

- Baby U: A parenting program for parents of young children ages 0 to 5
- The Birth to Third Grade Partnership (B-3): An initiative working to increase access and improve quality of early childhood programs
- Agenda for Children Literacy Initiative (AFCLI): A program of the Cambridge Public Health Department that employs Literacy Ambassadors to do home visits and lead workshops focused on issues related to children's learning and development
- College Success Initiative: An initiative focused on helping low income Cambridge students matriculate and be retained in post-secondary programs

In the Winter/Spring of 2020, we will begin collecting qualitative data through program participant interviews, focus groups, and surveys for three of the programs. We will also be creating other products such as logic models, outcome metrics and tracking systems, and simple databases. We are seeking an intern who has an interest in early childhood education, child development, and/or college access and success to participate in data collection and evaluation activities.

**Opportunities for the Intern:**

- Utilize Excel (or other programs of interest) for quantitative analysis
- Practice data synthesis and data visualization skills
- Collaborate regularly with program and ICH staff on evaluation decisions
- Attend meetings with staff of projects and other community stakeholders at meetings
- Develop and update data collection tools and evaluation plans
- Attend ICH led trainings related to evaluation methods

**Intern Responsibilities:**

- The intern will use Excel or other analysis programs to analyze survey and other administrative data.
- The intern will assist in data collection activities, such as interviews and focus groups.
- The intern will conduct qualitative analysis of data collected from surveys, focus groups, and interviews
- The intern will attend meetings with program staff and other stakeholders
- The intern will assist with the creation of products that summarize findings (i.e. reports, presentations)

**Necessary Skills:**

- Organized and detail-oriented
- Highly self-motivated
- Good communication and writing skills
- Ability to work both independently and in a team setting

This unpaid internship is for 8-15 hours per week and begins in February 2020 with a flexible end date.

*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.*

To apply, please send your resume or CV, cover letter, writing sample, and contact information for one reference to [ICHEducation@challiance.org](mailto:ICHEducation@challiance.org).

Building **sustainable community health**, together

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