



Evaluation and Research Intern

Background: Capital Partners for Education (CPE) offers an excellent opportunity for students interested in the field of education, youth development, and/or non-profit management. CPE improves the futures of motivated low-income youth by helping them receive a quality education, graduate from high school, and attend college. We currently offer students in the Washington, DC Metropolitan Area a unique combination of one-on-one mentoring, academic support, enrichment programming and scholarships. Since our inception in 1993, a remarkable 99% of graduates have enrolled in college. For the past six years, 100% of our seniors have enrolled in college immediately after graduation. Please visit our website www.cpfe.org to learn more about our work.

Position Description

Scope of work: After 18 years of providing mentors and private high school scholarships to low-income high school students, CPE developed a new strategic plan in 2010 that included an aggressive expansion (60% growth over 4 years) into charter high schools. The new programming offered to charter students has presented the need for CPE to develop a new evaluation framework and implement a new database to identify appropriate new metrics to measure outcome and impact.

The Evaluation and Research Intern will be responsible for database management, data collection, data analytics and evaluation research. He/she will support the organization on evaluation of key program components and the development of a new evaluation framework. The intern will work on different primary data collection methods designed around case management including surveys and focus groups. The intern will serve in an advisory capacity on the evaluation and communication of CPE programming. Responsibilities include day to day interface with team members and key stakeholders.

The Evaluation and Research Intern will be involved in qualitative academic research including literature review of academic and scholarly articles centered on college persistence and completion.

Qualifications

- Mission driven, experience working with CPE's target demographic (first-generation-to-college students from low-income communities)
- Candidates currently enrolled in an Education or Public Policy graduate program preferred
- Experience in quantitative and qualitative research with strong data analysis skills
- Creative thinker with ability to synthesize, manage and analyze data
- Aptitude in the accurate and appropriate interpretation of data; understanding and developing insightful information from a variety of data sources
- Self-motivated, strong initiative and commitment to continuous improvement

The intern will gain valuable experience in data analytics, data management and project management skills and exposure to Washington, D.C. education sector.

Interested candidates should send a resume and cover letter to jobs@cpfe.org. No phone calls please.