

Position Title: Evaluation & Learning Intern

Reports to: Evaluation & Learning Manager

Status: Internship

Length of Internship: 1-Year Commitment (2-3 days per week; 3 hours or more per day)

About Evaluation and Learning Department

FLY's reputation as a valued and trusted partner in the community results from our commitment to be data-driven and outcome-accountable. FLY's Evaluation and Learning Department is dedicated to the collecting and analyzing of data in order to drive real time decision making and allow for healthy organizational learning. To track youth progress and behavioral change, FLY utilizes a web-based database through Social Solutions—namely, Efforts to Outcomes (ETO). In order to best serve our clients, ETO serves as the primary documentation tool for all demographic information, youth contact, and case management interaction. FLY also collects data in the areas of risk, criminal history, change readiness, drug and alcohol use, trauma, and developmental assets through the use of a comprehensive baseline assessment.

Evaluation & Learning Intern – Position Summary

The Evaluation and Learning Intern will provide organizational and administrative support to the evaluation and learning department, including administrative support to the Evaluation and Learning Manager and Analysts. S/he must function efficiently and effectively in a fast-paced professional environment and have the proven ability to complete multiple tasks and projects with diverse priorities and deadlines. This individual must be able to organize and maintain administrative processes as directed and guided by the Evaluation and Learning Manager. The ideal candidate will be dynamic, high-energy, and organized, and must possess strong written and verbal communication skills. S/he must consistently exhibit a high level of professionalism with all FLY staff, clients, stakeholders and visitors. The Evaluation and Learning Intern will uphold FLY's core values and be internally motivated by FLY's mission.

Primary Responsibilities*:

- **Provide Organizational and Administrative Support to the Evaluation and Learning Department**
 - In-depth Data Entry support into the Efforts to Outcomes (ETO) database
 - Clerical administrative support, making copies of assessments for programs and trainings, filing paperwork
 - Assist the Evaluation and Learning team in any additional paperwork and administrative needs, including but not limited to data reporting and staff training support
- **Inventory and Stocking Office Supplies**
 - Coordinate with the Manager to inventory on a weekly basis and put away/organize/replenish office supplies on a monthly basis. This includes: general supplies, program-specific supplies, and postage.
- **Maintain Overall Office Appearance and Cleanliness**
 - Keep the Evaluation and Learning area looking clean, presentable and professional at all times
 - Organize and clean the storage room

**May include other duties as needed and assigned*

Organizational Duties:

- **Uplift FLY Morale**



- Maintain a fun, positive and hardworking ethic while interfacing any FLY staff, volunteers, stakeholders and/or clients
- **Acknowledge and Support FLY's Culture**
 - Adhere to all FLY policies and procedures
 - Maintain personal balance and be receptive to perceptions of imbalance; voice concern if assistance is needed
 - Seek out and participate in personal and professional development opportunities
 - Adhere to, uphold, and incorporate FLY's values into all relations with youth, staff, and community stakeholders/volunteers:
 - Caring
 - Change Agents
 - Diversity/Creativity
 - Respect
 - Commitment (Non-Judgmental & Unconditional Love)
 - Responsibility/Accountability
 - Professionalism

Qualification and Competency Requirements

Positional Competencies – required for our Evaluation and Learning Program Intern

- *Must be 21 years old*
- *Must have reliable transportation and drivers insurance*
- *Strong Written and Verbal Communication; Willing and quick to learn; Curious*
- *Relationship-building; able to build rapport with staff and youth*
- *Computer Proficiency and Data-entry experience*
- *Able to interpret data and use sound judgement in accurate reporting*
- *Organized, Detail-oriented and Efficient*

The Evaluation and Learning Intern is an unpaid internship with professional development and youth program involvement opportunities. Interested applicants please submit a Cover Letter expressing your interest and fit for this position and Resume internships@flyprogram.org. Please specify the title of the Intern position for which you are applying within your email's subject line.