



PLAN | IMPLEMENT | EVALUATE

North Lawndale Evaluation Internship at PIE Org

Who we are

Planning Implementation and Evaluation Org (PIE) is a 501c3 nonprofit organization that provides evaluation, capacity building, and strategic planning services to nonprofits, foundations, and collective impact initiatives. We see data, evaluation, and strategic planning as key ingredients for social justice work; we support our client organizations so that they maximize their impact on the communities they serve. PIE is a resource for organizations that otherwise would not be able to afford rigorous evaluation services, and we think that all community-based organizations deserve access to high quality data insights.

About the Internship

PIE is looking for evaluation interns that can support community-based nonprofit organization(s) in the North Lawndale community with data collection and analysis. The successful candidate will likely have the following characteristics:

- Interest in pursuing a career in the education or nonprofit sector(s).
- Experience or interest in learning more about data, evaluation, and research skill sets, such as ability to review literature, conduct interviews, create and analyze surveys, and report data in service of nonprofits and community.
- Comfort working well with a diversity of individuals and groups.
- Preference for candidates who live in, went to school in, or have family who live in North Lawndale.
- College juniors, seniors or recent college graduates.
- Attention to detail, timeliness, communication skills, and a willingness to learn new things a must.

It is analytical and rigorous work. The work environment, however, is casual. While this role is not for everyone, it is a remarkable fit for someone with an unusual combination of talent, collaboration, and passion. Note the combination of those three items...they are critical.

The Work

Interns will work as part of a cohort of 2-4 college students with a professional evaluator as your teacher and mentor to develop and implement an evaluation plan. Core to the work will be learning the basics of nonprofit evaluation, getting exposure to the nonprofit and evaluation fields, and creating a specific report and presentation for a North Lawndale nonprofit. Due to the current Covid-19 pandemic, much of the work will take place virtually, with the interns interacting with mentors, community members, community organizations, and each other on a virtual setting. We anticipate that due to the current e-learning practices of universities that this will not be a challenge for the successful applicants. A laptop for this work will be provided. As the word begins to reopen and vaccinations become more commonplace, some of this work may take place in person, at the discretion and comfort of the interns and PIE person.

Hours and Compensation

The compensation for this position is \$16 per hour. The work hours are 40 hours per week. Approximately one day per week will be spent in virtual professional development sessions. Approximately three days per week will be spent working collaboratively with the cohort on shared projects to develop and implement an evaluation plan (i.e., creating, implementing, and analyzing surveys). Approximately one day per week will be spent observing the nonprofit program that the cohort is evaluating and/or learning more about nonprofit work more broadly through lunch and learns and information interviews with a diverse array of nonprofit and evaluation personnel. The evaluation plan will be completed and implemented over the course of 10 weeks (June 2, 2021 – August 13, 2021; with one week off in between).

How to Apply

We will not be able to respond to phone inquiries or incomplete responses, but for those who think this may be the ideal fit, here are some tips to break through the application process:

- **COVER LETTER & RESUME:** We want to understand your interest in social science issues (whether through the lens of statistics, public policy, economics, community psychology, or social work, etc.), so include a cover letter that speaks to your interest and experience in these content areas.
- **WRITING SAMPLE:** We want to see evidence of your skills and passions by providing a writing sample from a previous class or project.
- **SUBMIT:** We like efficiency, so please send us an e-mail response to this inquiry as one PDF attachment saved as your last name, including your cover letter, resume, and writing sample.
- **EMAIL** replies to admin@pieorg.org by the end of the day on May 1st, 2021.