



## **Leadership Development Pipeline Program Internship at PIE Org**

### **Who we are**

Planning Implementation and Evaluation Org (PIE) is a 501c3 nonprofit organization that provides the research and evaluation leadership to other non-profit organizations throughout Chicagoland including, but not limited to: McCormick Foundation, Steans Family Foundation, Chicago Children's Museum, National Museum of Mexican Art, Cicero Neighborhood Network, and Teen Parent Connection.

### **About the Internship**

We have a research internship to help organizations use their own data for decision making. The successful candidate will likely have the following characteristics:

- Cultural competence, aware, responsive, and comfortable working well with a variety of individuals and groups from economically challenged communities.
- Interest in pursuing a career in the non-profit sector.
- Strong research skills, such as ability to conduct a thorough literature review, indicated by projects involving heavy analytical thinking.
- Preference for candidates with an intense interest in writing, data visualization, cultural issues, or demography.
- Preference for candidates who live in or have family who live in North Lawndale.

The reason we are looking for internship talent at such a high level is that PIE is a resource for organizations that otherwise would not be able to afford rigorous evaluation research, and we think even the clients of under-resourced community organizations deserve to have their data taken seriously, and not squandered in a system of double-data entry and data black holes. This vision is not unique to PIE, but our pragmatic blend of collective impact, systems engineering, and high-quality process design offer evaluation results not realized by other approaches.

It is intensely analytical and demanding work. The work environment, however, is extremely casual, and the team genuinely cares about each other. 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 four college students with a professional evaluator as your teacher and mentor to develop an evaluation plan, including protocols and measurement tools to be implemented during the 20-21 programmatic year for the evaluation of North Lawndale Reading Campaign. Due to the current Covid-19 pandemic, much (if not all) 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.

## **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 a comprehensive, mixed methods evaluation plan. And approximately one day per week will be spent reaching out to the nonprofits serving the North Lawndale Community who are part of the North Lawndale Reading Campaign. The evaluation plan will be completed over the course of 10 weeks (June 1, 2020 – August 13, 2020, no in-person meetings the week of June 29<sup>th</sup>.) Most, if not all, of the research and work will be conducted remotely due to the Covid-19 pandemic.

## **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:

- **WRITING SAMPLE:** We want to see evidence of your skills and passions by providing a writing sample from a previous class or project.
- **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.
- **TRANSCRIPT:** We are interested in your persistence, so please include an electronic transcript (scanned is acceptable) of your college work to date.
- **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 writing sample, cover letter, resume, and college transcript.
- Email replies to [admin@pieorg.org](mailto:admin@pieorg.org) by the end of the day on May 15<sup>th</sup>, 2020