



21st Century Community Learning Centers Evaluation Quantitative Internship

About the Organization

Research for Action (RFA) seeks to use research as the basis for the improvement of educational opportunities and outcomes for traditionally underserved students. We conduct culturally-responsive and equity focused research and evaluation studies to inform policymakers, practitioners, philanthropy, and the public at local, state, and national levels.

Internship Location

RFA's main office, located at 100 S. Broad St., Suite 700, Philadelphia, PA 19110, is currently closed due to the COVID19 pandemic. Despite this recent event, RFA is providing a challenging, high-quality, and meaningful remote internship experiences for our students.

To be considered for remote internships at RFA, interns must meet the tech requirements described in the Tech Requirements section below throughout the entire duration of the internship.

Project Description

RFA is the local evaluator for nineteen 21st Century Community Learning Centers. As the local evaluator, RFA produces mixed-methods reports that examine the implementation of the 21st Century programs and outcomes related to student attendance, academic achievement, and behavior. In addition to quantitative evaluation report requirements, RFA conducts observations, interviews, and focus groups to develop snapshots of out of school time (OST) program quality for formative purposes.

Intern Role

RFA is currently seeking a quantitative intern to join our 21C team. Interns on this project will work with the quantitative team to clean and analyze program participation and survey data. Duties data cleaning, merging, and analysis using the statistical software, Stata, as well as internal analytic memo writing. Training in Stata is provided.

Intern Tasks

- Drafting Analytic Memos – 10%
- Cleaning Data – 70%
- Descriptive Data Analysis – 20%

Required Skill Sets and Experience

The intern for this project must be organized, curious, detail-oriented, and have strong communication skills. We are seeking a candidate that possesses experience or coursework related to quantitative research.

Preferred Skill Sets and Experience

Prior experience using Stata, or another statistical software package, is preferred but not required.

Time Commitment

15-20h per week

Tech Requirements

If working remotely, we require that you have access to a personal computer with an up-to-date Mac or Windows operating system, up-to-date antivirus software, a functional webcam and microphone, and a stable internet connection at your residence. If hired, RFA will require a technology check of your remote system to ensure your working environment is compatible with ours.

Application

Review of applications will begin immediately and will continue until the position is filled, with an anticipated start date 01/10/2022.

Please use this link to apply: <https://app.smartsheet.com/b/form/b5f534e141964e94ae2af8f4632edff3>

Other Information

- Spring internships run from January through May.
- Target Start Date: **01/10/2022**; Target End Date: **05/27/2022** The exact dates are based on the needs of the project and the availability of the intern. For this position, interns not receiving work-study will be paid \$8.00/hr.
- Only complete applications including Resume & Cover letter will be taken into consideration for the internship hiring.
- Applications will be considered on a rolling basis until all positions have been filled.
- At the time of application, must be actively enrolled in an accredited college or university, as a sophomore, junior, senior, or graduate student in good standing. Students might be eligible for continuation of their internship after graduation.
- Research for Action qualifies for work-study and PHEAA. Interns may also be eligible for course credit.
- Interns **might** participate in fieldwork to collect data for the project. Interns will need the following clearances, **if** asked to participate in data collection: Child Abuse, State Criminal Record, FBI/Fingerprints, in order to conduct fieldwork. It is desirable for applicants to already have clearances, but RFA will reimburse for and assist interns in getting clearances if necessary.
- If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment (reference page 3 of the I-9 Form for acceptable forms of ID). (https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf)

Research for Action is an Equal Employment Opportunity Employer that is committed to building a culturally diverse staff. We strongly encourage applications from candidates of all backgrounds.