



2010 Evaluation Internship

The Improve Group is a research, planning and evaluation firm based in Mendota Heights, Minnesota founded by a Humphrey Institute of Public Affairs alumna. In our ten years of serving non-profit and public agencies in Minnesota and nationally, we have operated according to the following values:

- The Improve Group honors the expertise and passion of our clients. We share their passion for serving the public, building better communities and learning.
- We provide our clients with a rigorous approach to research, evaluation and planning. We use practical applications that meet clients where they are to become a supportive member of their team.
- After working with the Improve Group, our clients are better equipped to serve the community, sustain their programs, and be proactive in evaluating, planning and research. They can become advocates for the issues that matter to them.

Responsibilities:

The intern will work on a variety of client projects at all stages of project work, including planning, data collection, analysis and reporting. The intern would receive specific project-related tasks from the Improve Group's Project Directors and would complete tasks independently and collaboratively in a team environment. For a list of current and past Improve Group clients, visit http://www.theimprovegroup.com/full_client_list.html. In addition to client-based evaluation work, the intern will contribute to various marketing projects, including proposals for new projects, website content development and blog writing.

Qualifications:

- Strong written and verbal communication skills
- Attention to detail, particularly when working with data
- Experience working with confidential data and familiarity with data privacy practices
- Basic knowledge of social research or evaluation
- Experience with the Microsoft Office 2007 suite, including Access
- Experience with qualitative and quantitative data collection and analysis, including surveys, focus groups, interviews, and publicly available data sets
- Experience working with a non-profit or public agency a plus

Internship Details:

This internship is available starting in May 2010. It is anticipated that the summer internship could be extended throughout the 2010-2011 school year if desired. The weekly schedule will include tasks that will require up to 35 hours per week. Specific work schedule can be flexible to accommodate individual's schedule. Must be willing to travel up to 3 nights per month during the summer within greater Minnesota (transportation and travel expenses provided). Compensation up to \$14/hour depending on qualifications.

How to apply:

Please submit a cover letter, resume and writing sample by March 15, 2010 to:
Samantha Hagel, Office Manager
Email: samanthah@theimprovegroup.com
Phone: (877) 467-7847, ext. 15