



**Position Title:** Evaluation Intern  
**Department:** Integrated Services  
**Reports To:** Evaluation Coordinator  
**Job Family:** Intern  
**Revised:** June 2017

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## OVERVIEW

Founded in 1976, Mi Casa Resource Center is a nationally recognized leader in Colorado's nonprofit sector, providing programs that help Latino and working families achieve lasting economic success. Interns play a vital role in expanding our administrative capacity, while gaining concrete experience in a well-established nonprofit organization. The Evaluation Intern will work collaboratively with staff to expand, improve, and streamline Mi Casa's participant assessment and program impact evaluation processes by assisting the Evaluation Coordinator with database management, background research, and basic analysis of program data.

This position is based in Denver, CO and requires a time commitment of 16 hours weekly during regular business hours. The internship will run from September 2017-May 2018 with the possibility of an extension depending on performance and organizational need.

## KEY RESPONSIBILITIES

- Provide ongoing training and support to staff on database usage, including data entry, data reporting, and using data to make programmatic decisions
- Work with program staff to perform basic data quality checks, to ensure all data from assessment and evaluation processes are accurately and uniformly entered into Salesforce database
- Conduct evaluation-related research on new trends and methodology in workforce development, youth development and small business development
- Enter data into Salesforce database and perform other evaluation-related or administrative tasks as assigned

## QUALIFICATIONS

- Currently pursuing an Associate's or Bachelor's degree
- Strong data collection and analysis skills with meticulous attention to detail and ability to work with sensitive data discreetly
- Self-motivated and flexible with changing situations and priorities
- Able to complete tasks in a detailed oriented and timely manner
- Knowledge, background, or interest in impact evaluation, data analysis, and/or data monitoring a plus

## BENEFITS

- Attendance to relevant networking and industry events and access to agency's widespread network – both business and social – throughout the Denver Metro area
- Training in and understanding of industry-recognized best practices in monitoring and evaluation

Applications will be reviewed and considered as they are received.  
For questions, please contact Agnès Kabambi, Evaluation Coordinator,  
at 303-539-5660 or [akabambi@MiCasaResourceCenter.org](mailto:akabambi@MiCasaResourceCenter.org).

**Mi Casa's Mission:** To advance the economic success of Latino families  
**Mi Casa's Core Values:** Community, Integrity, Innovation, Expanding Opportunities, Connection