Internship Position Description

Position Title: Research Intern
Department: Democracy Program
Status: Paid Internship
Supervisor: Sonia Mathew/Shawn Healy
Location: McCormick Foundation, 205 N. Michigan Avenue
Dates: March 2017-August 2017
Compensation: $12/hour

Objective: Hands-on experience in a non-profit setting, particularly research into the quantity and quality of school-based civic learning practices.

Responsibilities:

Democracy Schools Initiative
- Assist the Civic Learning Scholar and Civic Learning Manager in data collection and analysis of prospective and current Democracy Schools civic learning practices and organizational cultures;
- Identify school strengths and weaknesses and generate reports for their use in applying for Democracy School recognition;
- Aggregate assessment data for annual Democracy School cohorts and produce data comparisons across time;
- Evaluate the longitudinal impact of the Democracy Schools Initiative via ongoing survey administration and data analysis.

Civics Course Implementation
- Compile social studies teacher database for civics course and social studies standards implementation outreach
- Revise civics course requirement database in light of the new law taking effect in 2016-2017

Grantmaking
- Conduct research and analysis to inform best practice in grantmaking
- Assist program officers with data analysis projects that support grant evaluation

Qualifications:
- Familiarity with research methods and basic statistical analysis; At least three years of college-level academic experience;
- Previous experience in education or the nonprofit world preferred;
- Coursework in Political Science, History, Education or other relevant field;
- Exceptional writing skills;
- Excellent working knowledge of American government and politics.
Learning Potential: Completion of this internship will aid in the development and practical application of research techniques, writing and presentation skills. Interns will foster a deeper appreciation for civic education and engagement opportunities in the nonprofit sector. The internship also provides experience working in a professional office environment and grantmaking/ civic education foundation.

Schedules and Compensation
This research internship is a part-time, paid, benefit ineligible position with the intern averaging up to 20 hours per week. While those hours will be scheduled primarily during business hours Monday through Friday 8:30pm-5pm, attendance at some evening and weekend programs will require a degree of flexibility.

Evaluation
Democracy Program evaluation will include informal progress sessions, scheduled formal evaluation (generally half-way through and at the close of the internship term) and end-of internship debriefing. Any school guidelines or requirements must be submitted at the time of application.

Selection Process
Please submit a resume, a cover letter, and a letter of recommendation to be considered for a 2017 research internship position to Sonia Mathew (smathew@mccormickfoundation.org). Any placement offers are contingent on completion of criminal background and illegal drug screenings.