

Research Assistant Internship

McClanahan Associates, Inc. (MAI) is a certified woman-owned research and evaluation services firm located in the Philadelphia region that specializes in providing culturally competent, equitable evaluation practices that help nonprofits, philanthropic organizations, and government entities strengthen their programming, understand how and if their programs are effective, and maximize their impact. We are seeking a summer intern. Cultivating a diverse evaluation and applied research field is a key component of MAI's commitment to diversity, equity, and inclusion. Candidates of all backgrounds are encouraged to apply. In line with MAI's commitment to equity, our internships are paid positions (compensation commensurate with experience) that aim to provide real-world experience for future evaluation and applied research leaders. This is a remote work position with possible travel in/around Philadelphia.

Research Assistant Intern responsibilities will vary by project, but will likely include:

- **Data Management.** Includes maintaining organization and regularly updating online and offline data and filing systems, ad-hoc data retrieval tasks, synthesizing large amounts of data into coherent and easily understandable media.
- **Literature Reviews.** Identifying, scanning, and summarizing relevant literature to inform evaluation efforts, develop data collection instruments, and shape content for reports.
- **Report Editing and Formatting.** Includes detecting and rectifying spelling and grammatical errors, formatting so as to keep consistent throughout the report, making note of inconsistent or unclear sentence structure and/or thoughts for consultants to review.
- **Qualitative Data Collection and Analysis Support.** Includes interview protocol development support, supporting interview and focus group facilitation, transcribing audio interview data, and cleaning notes and interview transcripts.
- **Quantitative Data Collection and Analysis Support.** Includes survey development support, survey programming, supporting data cleaning, and descriptive analysis.

The anticipated start date is June 15, 2021.

Qualifications

The successful candidate will:

- Be enrolled in a Bachelor's or Master's Degree in a relevant discipline, such as sociology, psychology, human development, educational research, applied economics, public policy, etc.
- Have strong communication skills including the ability to translate technical information into everyday language.
- Be comfortable working independently, in a team environment, and for a small organization.
- Take initiative, be self-motivated, and deeply curious about program improvement in the non-profit sector.
- Have strong interpersonal and professional skills.
- Have excellent organizational skills.
- Have a desire to learn coupled with an inclination to complete routine tasks.
- Be proficient in Google applications, Microsoft Word, Excel, and PowerPoint.
- Preference will be given to candidates with the following:
 - Knowledge of youth development, evaluation capacity building, and the field of evaluation.
 - Experience working with quantitative or qualitative data (knowledge of SPSS, SAS, STATA, or NVivo).
 - Fluent in a non-English language (preferably Spanish).

Interested individuals should send their resume along with a research-related writing sample to kpiccini@maieval.com.