

Job Announcement: Research and Evaluation Internship

Position Profile:

Children's Law Center is seeking an intern to support the evaluation of its program areas. This is an opportunity for a motivated graduate student or recent graduate to gain applied research and evaluation experience at a mature and respected nonprofit that focuses on helping families in Washington, DC. The intern will assist CLC's Evaluation and Strategic Learning Specialist in refining evaluation design and methodology and implementing program evaluations, including data collection, analysis, and reporting.

Children's Law Center works to give every child in the District of Columbia a solid foundation of family, health and education. As the largest nonprofit legal services provider in the District and the only organization that focuses exclusively on children, our 80-person staff partners with hundreds of pro bono attorneys to serve more than 2,000 at-risk children each year. Applying the knowledge gained from this direct representation, we advocate for changes in the city's laws, policies and programs.

This is an unpaid internship. Specific work hours and start/end dates are negotiable. Hours of work are flexible. Interns will be required to work at least one day onsite (metro accessible) for in-person meetings. CLC will work with the intern to structure the position to fulfill any requirements needed to gain course credit. CLC is located in Chinatown and is Metro-accessible.

Responsibilities include:

- Summarizing existing literature relevant to CLC's program areas
- Conducting systematic court observation
- Scheduling and conducting former client interviews
- Coding, cleaning, and analyzing qualitative and quantitative data
- Assist in the development of evaluation materials and periodic reports

Qualifications:

Internship is suitable for graduate students interested in applied research and program evaluation. Candidates with a strong background in applied research and/or evaluation who are not currently enrolled in a graduate program may also be considered. Strong initiative,

ability to work independently and as part of a team, strong organizational, writing and communication skills, attention to detail, thorough knowledge of Microsoft Office, academic search engines. Experience with at least one statistical analysis package (e.g., SPSS, Stata, SAS) is desirable. Spanish language a plus.

CLC is an equal opportunity employer. CLC's policy is to provide equal opportunity at all times without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medication or status as a veteran.

To apply:

Applications should include a cover letter, resume, two writing samples, and contact information for three references should be submitted to:

Evaluation Intern Search Committee

jobs@childrenslawcenter.org

Electronic applications only. No phone calls please.