



# DATA AND EVALUATION INTERN

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MATTER  
OF FACT**

## JOB SUMMARY

Thrive is looking for an intern interested in working with a public-private collaboration to gain experience in nonprofit sector working with data deliverables from multiple organizations, various data related software programs and evaluation tools.

## THE ORGANIZATION

Thrive is leading a public-private collaboration to reduce the teen birth rate and improve the sexual health of youth and young adults in Central Oklahoma. Our comprehensive plan outlines three key strategies to reduce teen pregnancy: 1) providing age-appropriate, evidence-based sexual health education in schools; 2) ensuring access to teen friendly reproductive health services, including a full range of contraceptives, to sexually active youth; 3) engaging youth, parents, faith communities and youth-serving organizations in teen pregnancy prevention efforts.

## RESPONSIBILITIES

- Assist Director of Data and Evaluation with various research projects, evaluation tool development, grant monitoring and other duties as assigned.
- Perform research to find reliable articles or data sources for upcoming strategic planning on wide range of subjects.
- Assist in data entry and survey development.

## REQUIREMENTS

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| • College student in related degree program | • Strong organizational and analytical skills                            |
| • Excellent attention to detail             | • Proficiency in Microsoft Office Excel and Word                         |
| • Research experience                       | • Experience in SPSS and Tableau is a plus                               |
| • Familiar with basic validation methods    | • Interest/knowledge in adolescent sexual health and education is a plus |
| • Ability to work with limited supervision  |  |

## WEEKLY HOURS

Candidate must be available to work a range of 10-20 hours per week. Internship hours will be coordinated to fit the student's class schedule and meet course credit requirements.

## COMPENSATION

This is an unpaid internship position. Internship hours may be eligible to receive course credit through a university program. Letters of recommendations will be supplied if requested for students who show promising work.

**Send resume or curriculum vitae (CV) and (optional) work samples to [info@thriveokc.org](mailto:info@thriveokc.org) by December 21<sup>st</sup> 2018.**