



Evaluation Intern, Fall 2022 Job Description

Overview: Beyond Housing is a nationally recognized community development organization that works to strengthen families and transform underserved communities to create a stronger, more equitable, and prosperous St. Louis region for all. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position: The Evaluation Intern will join Beyond Housing's Evaluation and Learning Department to help plan and implement evaluation projects and processes. The intern will both assist in the collection, analysis and reporting of evaluation data as well as assist in the department's program and process improvement projects. An ideal candidate will be adept at both quantitative and qualitative data analysis as well as the implementation of evaluation processes in an organizational setting. The internship is scheduled to begin late August/early September and run until the end of December.

Responsibilities may include, but are not limited to:

- Assisting in gathering, cleaning and entering information into various databases and reporting systems
- Assisting in program reporting
- Use SMART goals and other information to identify successes and challenges in program implementation
- Work with the Program Improvement Manager to plan and carry out improvement projects
- Perform other duties as assigned

Personal Qualities:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- Reliable -- Skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions-oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.

- Driven -- Passion for the work and an interest in continuous learning and improvement.

Preferred Experience and Qualifications:

Undergraduate coursework in evaluation, data analysis, non profit management, social work or other project planning.

Experience in the nonprofit setting. Competency in working in the St. Louis region/under resourced communities.

Supervisor:

Position will be supervised by both the Senior Director of Evaluation and Learning and the Program Improvement Manager

Supervises:

- N/A

Salary and Benefits:

The position is unpaid.

Application Instructions:

Please send resume and cover letter to hr@beyondhousing.org by August 25 2022. For more information on Beyond Housing, visit www.beyondhousing.org

Beyond Housing believes that each individual is unique and we are committed to respecting the diversity of all individuals. We strive to move beyond simple tolerance, embracing and celebrating the differences contained within each of us, making us stronger as whole.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.

ADA – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

Diversity & Inclusion Statement: At Beyond Housing, we are committed to promoting ***Diversity, Inclusion, and Equity*** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.