



Outcomes & Evaluations Student Internship

Summary:

The Outcomes & Evaluation department measures the impact of the work of the Family Peace Center (FPC) serving families who have experienced family violence to inform work at the Family Peace Center and critical partner agencies. This intern position will assist in various research and program evaluation activities across the center.

Duties and Responsibilities may include but are not limited to:

- Completion of CITI training on conducting human subjects research
- Schedule study appointments with clients
- Conduct qualitative interviewing with clients
- Conduct collection of quantitative data with clients
- Review case notes/records and compile data for specific project needs
- Manage and respond to project-related phone calls and email
- Attend project meetings
- Enter data from various sources in electronic databases
- Transcribe audio from client interviews
- Maintain confidentiality of clients by removing identifiers and storing data safely
- Assist in other tasks as needed

Schedule: 8 hours per week per program requirements. Specific schedule to be set in conversation with Director of Outcomes & Evaluation.

Additional Eligibility Qualifications:

- May need to sit for long periods of time.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.