

Internship Position Description 2025 – 2026 School Year

Internship Title: Prevention Program Evaluator Intern

Supervisor: Director of Prevention and Organizational Development / Healthy Manhood Coordinator

Preparation: Complete agency New Entry Training. Requires working toward a degree in public health or a related field. Capable of conducting data analyses for program evaluation; familiar with SurveyMonkey, SPSS, or similar programs. Passionate about macro practice, community engagement, public health, and/or systems change work.

Position Summary: The Prevention Program Evaluator Intern will conduct data analysis, survey development, and research projects. Projects may include: 1) evaluating the agency's intervention services supporting survivors of domestic violence and sexual assault, 2) conducting data analyses of Resilience prevention programs, and/or 3) developing community assessments or conducting special research projects. This internship can be hybrid or remote as needed. Must be sensitive to issues of diversity and adhere to strict confidentiality policy. Understands and supports a philosophy of empowerment.

Specific Activities:

1. Conducts data analysis for intervention and prevention program evaluation using SurveyMonkey, SPSS, or other programs. Resilience uses SurveyMonkey for all program evaluation and the student intern will have login access.
2. Provides timely data reports of trends and outcomes to supervisor to support grant reporting.
3. Complete program support tasks as requested including survey data entry and assistance, community tabling, and support at prevention program trainings and events.
4. Meets with the Director of Prevention and Organizational Development or Healthy Manhood Coordinator for supervision as directed by educational institution. Communicate weekly progress.
5. Completes other special duties or projects as assigned by the Director of Prevention and Organizational Development or Healthy Manhood Coordinator.

RESILIENCE

ADVOCATES FOR ENDING VIOLENCE™

General Expectations:

- Approaches all persons from an empowerment philosophy.
- Understands and follows agency policy and guidelines as outlined in the Policy and Procedure Manual and Employee Handbook.
- Participates in maintaining policies, procedures, and service delivery according to standards established by accrediting bodies, funding sources and professional organizations.
- Protects client confidentiality.
- Follows protocol regarding mandatory reporting.
- Functions as part of a team by supporting and working with others to accomplish program and agency goals.
- Communicates effectively, both verbally and in writing, with other staff and with other organizations.
- Participates in volunteer meetings, staff and team meetings, and other planning opportunities.
- Participates in training, continuing education, and other skill development opportunities to further enhance position-related skills and abilities.
- Participates with other agency staff in being aware of emerging needs within the community and the client population, developing of an agency vision, and working toward continuous quality improvement.

Physical Requirements: Normal office environment requiring standing, sitting, keyboarding, lifting up to 25 pounds and movement around the facility. Ability to transport clients to off-site locations and attend off-site meetings and events.

The above statements are intended to describe the general nature and level of work performed by volunteers in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications of volunteers assigned to this job.

About Resilience: The mission of Resilience: Advocates for Ending Violence is to respond to, reduce, and prevent domestic and sexual violence in Ottawa and Allegan counties.

For office use only

Volunteer signature: _____

Supervisor signature: _____