

## Internship Description

January 31, 2024

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INTERNSHIP TITLE:	Prevention Program Evaluator Intern
PREPARATION:	Completes the first three sessions of New Entry Training. Student pursuing a degree in Masters of Public Health (MPH) or related field capable of conducting data analyses for program evaluation; familiar with SurveyMonkey and SPSS or similar programs.
SUPERVISOR:	Prevention & Systems Change Manager (LMSW-Marco)
POSITION SUMMARY:	This remote internship involves data analysis, survey development, and research projects. Projects may include: 1) evaluating the agency's intervention services supporting survivors of domestic and sexual violence, 2) conducting data analyses of Resilience prevention programs, and/or 3) developing community assessments or conducting special research projects. Must be sensitive to issues of diversity and adhere to strict confidentiality policy. Understands and supports a philosophy of empowerment.

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

### SPECIFIC ACTIVITIES:

1. Conducts data analyses 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. Meets virtually with supervisor and communicates progress weekly.
4. Attends staff meetings, systems change meetings, and other relevant meetings.

### GENERAL POSITION 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.

# RESILIENCE

ADVOCATES FOR ENDING VIOLENCE

- 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, 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 and movement around the facility.
- Remote-only or hybrid internship available.

*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.*

Volunteer signature \_\_\_\_\_

Supervisor signature \_\_\_\_\_