



Position Description:

Data Evaluation Internship (part-time, unpaid)

Organization Mission: The Pebble Tossers' mission is to empower and equip youth to lead through service.

Inclusion and Teamwork:

Pebble Tossers is a small nonprofit with one full-time team member, three part-time team members, and a board of directors, so interns are not just observers in our organization; they are an integral part of everything we do.

Supervisor Accessibility:

Interns work directly with the Executive Director and Program Coordinator. The Executive Director hosts virtual staff meetings once a week to bring the team together to discuss weekly goals and accomplishments. Hours expected: 15 to 20 hours a week. Internships will be mainly virtual. However, there will be the opportunity to meet in person and assist with in-person service projects.

Build Life-long Skills:

At Pebble Tossers, we focus on building skills that you can apply for a lifetime, including communication, leadership, presentation, project management, resiliency, personal flexibility, and technology.

Responsibilities:

The **Data Evaluation Intern's** role is to assist the organization in developing, creating, implementing, and overseeing Pebble Tossers' youth development programming evaluation processes. This includes helping with data entry, developing data collection and analysis systems, and delivering information on outcomes to staff, board members, and key stakeholders.

Areas of Responsibility

- Develop evaluation tools, implementation strategies, and analyze quantitative and qualitative results from sources such as survey data, focus group research, etc.;
- Create data collection systems and processes through research, surveys, and other methods;
- Assist with data cleaning and entry across all program evaluation processes;
- Develop compelling data visualizations that communicate Pebble Tossers' outcomes to external and internal audiences;
- Examine data sets to determine trends and insights.

Qualifications

Education & Experience

A qualified candidate must be working towards a bachelor's degree in human services, social science, public and nonprofit management, or a related field that includes research, data collection, and analysis or outcome measurement. Must have experience with research, evaluation, or performance management projects. Experience working with statistical software and data visualization platforms such as Airtable, Tableau, or DataStudio is preferred. Advanced degrees in nonprofit management, public policy, program evaluation, or related fields are encouraged.

Skills and Abilities

- Highly detail-oriented with a demonstrated ability to manage several projects at once;
- Possesses personal qualities of integrity, credibility, and sound judgment;
- Ability to maintain confidentiality of organizational, employee, and student information;
- Ability to synthesize and summarize data and data, both qualitative and quantitative;
- Ability to present data to non-research audiences through strong interpersonal skills, including oral and written communication skills;
- Strong organizational, time management, and logical thinking skills; must be task-oriented;

- Advanced level skills in Excel, Google Sheets, and proficiency in Microsoft Office Suite and Google Suite;
- Candidates should have reliable access to high-speed Internet and a laptop/computer/digital tablet with webcam;
- Ability to work within a mission-driven environment to develop professional and respectful relationships with culturally diverse audiences, both internally and externally.

What Pebble Tossers is looking for in you:

- Can-do attitude: Approaches situations with a desire and need to succeed. Will not just accept traditional view of problems.
- Analytically oriented: A desire to see ideas proven rather than accept what is desired.
- Creativity: There is not just one answer to any problem, nor is any failed attempt final.
- Adaptable: Must be able to adapt to an evolving organization but also remain grounded in a customer-centric mindset.
- Confidence: Has confidence in abilities and is comfortable defending uncomfortable positions and accepting when/if they are wrong.
- High standards: Should expect and only accept work of the highest caliber.
- Open/honest: Makes the “right” decision and does so without question, and can answer questions without fear.

Pebble Tossers’ embraces diversity and equal opportunity in a profound way. We are committed to building a team and community that represent a variety of backgrounds, perspectives, skills, and abilities. The more inclusive we are, the better our work will be.

Please email resume and cover letter to Jen Guynn - jguynn@pebbletossers.org
www.pebbletossers.org