

Research & Evaluation Intern

About Us

Over the past 20+ years, UNITE-LA has established itself as a trusted education, government, and business intermediary, dedicated to supporting the development of an effective local public education system, so that ALL children and youth succeed in college, career and beyond. Through the intersection of programming, policy, and systems change efforts, UNITE-LA works to increase access to high-quality early childhood education, develop career pathways in high-growth industries, improve college access and success, and ensure workforce readiness, especially for individuals with high barriers into the workforce.

UNITE-LA is committed to ensuring the continuous improvement of effective and aligned cradle-to-career public education and workforce development systems in Los Angeles, resulting in all children and youth having access to a high-quality education and the opportunity to fulfill their potential.

Position

The Research and Evaluation Intern will report to the Vice President of Research and Evaluation of UNITE-LA. This position requires collaboration with other staff of UNITE-LA.

The Research and Evaluation (R&E) Intern will support the Vice President of R&E with respect to research on, and evaluation of, education and workforce development issues, programs, and policies; convening support for R&E meetings with partners; and administrative work in support of R&E. This position is a temporary, non-exempt, hourly, part-time position (20 hours per week) that is scheduled to last through September 2021, with possibility of extension and becoming full-time.

Job Description

- Support data, evaluation, and research projects and efforts, including
 - support for surveys, interviews, and focus groups
 - research on online databases with education and labor force data
 - data acquisition, organization, entry, and processing/cleaning
 - production of high-quality data visualizations, charts, tables, and spreadsheets
- Produce and support high-quality written reports, research briefs, research memos, fact sheets, presentations, and other communications materials
- Support select L.A. Compact workgroups by staffing meetings, coordinating events, and developing relationships with partners
- Handle administrative duties, including:
 - scheduling and coordinating both internal and external meetings
 - organizing and maintaining electronic filing systems
 - handling printed research and evaluation materials
- Perform other duties as assigned by supervisor

Job Requirements

- Demonstrated proficiency in Microsoft Office applications and database technologies
- Experience with database management and data analysis, including
 - Excel mathematical functions, spreadsheets, charts, and tables

- Creation of publication-ready figures and tables
- Strong analytic and data skills
- Strong writing skills
- Strong verbal communication skills
- Strong interpersonal and teamwork skills
- Strong organization skills, including proven ability to handle multiple projects at once, prioritize, and produce high-quality work
- Self-starter, detail-oriented, reliable, professional, organized, and a quick learner
- Interest in education, workforce development, social justice, with commitment to increasing economic and educational opportunity and equity

Preferred Requirements

- Experience with Tableau software (Will learn on the job if no experience)

Compensation

\$15-\$19/hour, depending on experience

Working Conditions/Physical Demands

This position is based in Los Angeles, CA. Work will be remote until COVID-19 conditions improve and allow for in-person attendance at our downtown Los Angeles office.

To Apply

Interested candidates should submit their resume and cover letter to researchevaluation@unitela.com using the email subject line “Research & Evaluation Intern” on or prior to July 2, 2021. Preference will be given to applications submitted before July 2, but all applications will be reviewed.

UNITE-LA is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race/ethnicity, color, religion, gender, or national origin.

We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.