



21st Century Community Learning Center Internship

Spring 2019

About the Organization:

Research for Action (RFA) is an independent, non-profit educational research organization that seeks to use research as the basis for the improvement of educational opportunities and outcomes for traditionally underserved students. With over two decades of experience, our work is designed to strengthen public schools and postsecondary institutions; provide research-based recommendations to policymakers, practitioners and the public at the local, state and national levels; and enrich the civic and community dialogue about public education.

Project Description:

RFA serves as the local evaluator for over a dozen 21st Century Community Learning Center (21st CCLC) providers of community youth programs and Out-of-School Time educational opportunities for students in the Philadelphia area. As the local evaluator, RFA produces mixed-methods reports that examine the implementation of the 21st Century programs and outcomes related to student attendance, academic achievement, and behavior.

Intern Role:

Interns on this project will engage in qualitative fieldwork and analysis. Duties may also include data cleaning using the statistical software, Stata. Training in Stata is provided.

Intern Tasks:

- Drafting Analytic Memos (Estimated percent of time: 25%)
- Cleaning Data (Estimated percent of time: 10%)
- Assisting with Interviews and Observations (Estimated percent of time: 30%)
- Scoring Qualitative Observations and Transcripts (Estimated percent of time: 40%)
- Fieldwork (Estimated percent of time: TBD)

Skill Set and Experience:

The ideal candidate will be organized, detail-oriented, and have strong writing skills. Experience or coursework related to qualitative fieldwork and analysis preferred, but not required. Stata experience is preferred, but not required. Availability in the afternoons at least one day per week preferred.

Hours Per Week: 10-15 hours per week

Other Information:

- Interns will need clearances: Child Abuse, State Criminal Record, FBI/Fingerprints, in order to conduct fieldwork. It is desirable for applicants to already have clearances, but RFA can assist interns in getting clearances if necessary.
- Spring internships run from January – May.
- Exact start and end dates are based on the needs of the project and the availability of the intern.
- Applications will be considered on a rolling basis until all positions have been filled. Research for Action qualifies for work study and PHEAA. Interns may also be eligible for course credit. Interns not receiving work-study will be paid \$7.50/hr.
- Please include resume and cover letter with application.
- If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment (reference page 3 of the I-9 Form for acceptable forms of ID).
(https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf)

To apply, please click [here!](#)