



## Youth Arts Initiative Qualitative Internship

### About the Organization

Research for Action (RFA) seeks to use research as the basis for the improvement of educational opportunities and outcomes for traditionally underserved students. 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.

### Internship Location

RFA's main office, located at 100 S. Broad St., Suite 700, Philadelphia, PA 19110, is currently closed due to the COVID19 pandemic. Despite this recent event, RFA is continuing to provide challenging, high-quality, and meaningful internship experiences for our students. Should our main office reopen following state and local public health guidance during your internship, you may be asked to complete the remainder of your internship by working in RFA's office.

To be considered for remote internships at RFA, interns must meet tech requirements described in Tech Requirements section below and **reside in the PA/NJ area** throughout the entire duration of the internship. At this moment RFA cannot offer internships to candidates outside of these two states.

### Project Description

The Wallace Youth Arts Initiative brings Professional Practicing Teaching Artists into Boys and Girls Clubs to provide high quality arts instruction to youth in afterschool programs. The initiative is currently in place in eight cities across the country. RFA is the external evaluator, using qualitative and quantitative analysis to understand the impact of the initiative and provide formative feedback.

### Intern Role

RFA is looking to hire a **graduate student** to support this project. Intern would assist with the development of qualitative analytic memos summarizing themes across YAI sites based on interview and focus group data collected from Spring 2020, participate in Spring 2021 fieldwork by writing notes during interviews, participate in team meetings, clean transcripts, and help code qualitative data.

### Intern Tasks

- Assisting with Interviewing/Writing Notes – 25%
- Conducting Qualitative Analysis – 25%
- Coding Qualitative Data – 15%
- Drafting Analytic Memos – 15%
- Cleaning Qualitative Data – 10%

- Participating in Teams Meetings – 10%

## Required Skill Sets and Experience

Prior experience with qualitative data collection and analysis would be helpful; strong writing skills; some graduate school experience.

## Preferred Skill Sets and Experience

Experience with qualitative analysis software, including NVivo or Dedoose, or similar software.

## Time Commitment

10-20 hour per week

## Tech Requirements

If working remotely, we require that you have access to a personal computer with an up-to-date Mac or Windows operating system, up-to-date antivirus software, a functional webcam and microphone, and a stable internet connection at your residence. If hired, RFA will require a technology check of your remote system to ensure your working environment is compatible with ours.

## Other Information

- Spring internships run from January through May.
- Target Start Date: **01/11/2021**; Target End Date: **05/28/2021**. The exact dates are based on the needs of the project and the availability of the intern. For this position, interns not receiving work-study will be paid \$8.00/hr.
- Only complete applications including Resume & Cover letter will be taken into consideration for the internship hiring.
- Applications will be considered on a rolling basis until all positions have been filled.
- At the time of application, must be actively enrolled in an accredited college or university, as a graduate student in good standing. Students might be eligible for continuation of their internship after graduation.
- Research for Action qualifies for work-study and PHEAA. Interns may also be eligible for course credit.
- Interns **might** participate in fieldwork to collect data for the project. Interns will need the following clearances, **if** asked to participate in data collection: Child Abuse, State Criminal Record, FBI/Fingerprints, in order to conduct fieldwork. It is desirable for applicants to already have clearances, but RFA will reimburse for and assist interns in getting clearances if necessary.
- If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment. Please reference page 3 of the I-9 Form for acceptable forms of ID (<https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>).

Research for Action is an Equal Employment Opportunity Employer that is committed to building a culturally diverse staff. We strongly encourage applications from candidates of all backgrounds.