



## Racial Equity Learning Community 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

RFA is engaged in an organizational wide effort to improve the way we research and write about race and racial equity. Understanding that change comes from within, we are taking a comprehensive approach by reflecting on and revising our organizational culture, HR policies, and research practices.

### Intern Role

We are seeking an intern to support the various workgroups and committees operating across the organization by taking notes during meetings, seeking out and synthesizing literature, managing a resource library, and tracking activities across the committees.

### Intern Tasks

- Assisting with Project Administration – 50%
- Conducting Literature Review – 30%
- Database/Literature Library Management – 20%

## Required Skill Sets and Experience

Strong organizational skills, ability to summarize complex concepts from academic literature, ability to track multiple moving pieces across teams.

## Preferred Skill Sets and Experience

A general understanding of either critical race theory in education and research, and/or organizational diversity, equity and inclusion practices preferred.

## Time Commitment

15-20 hours 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 or 01/19/2021**; 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.