



Impact Interns: Summer 2021

Organization Information

Organization Name:	A. James & Alice B. Clark Foundation
Address:	7500 Old Georgetown Road Bethesda, MD 20814
Website:	clarkfoundationdc.org
Organization Description:	The A. James & Alice B. Clark Foundation (Clark Foundation) is a private organization funded by the Clark family and committed to building on Mr. Clark's legacy through targeted and thoughtful philanthropy. Reflecting Mr. Clark's pragmatism, strong character, and deep sense of patriotism, the Clark Foundation focuses its efforts on education, veterans' support, engineering, and the well-being of the DC community.
Intern Supervisor: (Name, title, email)	Natalie Grandison, Director Engineering Initiatives, natalie.grandison@clarkfoundationdc.org

Position Description

Internship Time Period (include projected dates):	<input checked="" type="checkbox"/> Summer 2021 Internship dates: June 1, 2021 to August 31, 2021 (flexible)
Hours Per Week:	32 to 40 hours per week
Number of Weeks:	12 weeks
Undergrad/Grad Intern eligibility:	<input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate
Internship Description and Duties:	<p><i>Clark Scholars Program Onboarding and Community-Building</i></p> <ul style="list-style-type: none"> • Conduct an internal scan of the Foundation and its eleven university partners to index and gauge the effectiveness of the onboarding resources and programming used to help new Clark Scholars learn about the program and build a sense of community. <ul style="list-style-type: none"> ○ Develop a protocol for and conduct informational interviews with the Program Directors and support staff of Clark Scholars Programs at each university to understand: <ul style="list-style-type: none"> ▪ The strengths of and gaps in current onboarding materials; and



	<ul style="list-style-type: none">▪ How the Foundation could improve on resources it provides to partner schools○ Develop an interview protocol and conduct interviews of current and alumni Clark Scholars to understand:<ul style="list-style-type: none">• How to share the value of the program with prospective Clark Scholars beyond the financial aid support• How well Clark Scholars understand the purpose of the program, why they were chosen for the program, and how the program components tie to Mr. Clark's story and philanthropy;• What new information would be useful for Scholars when talking about the program in interviews to support their career exploration;• How the Foundation and its university partners can best create, support and maintain a sense of community among alumni.• Collaborate with Operations team and the Director of Engineering Initiative to review and apply feedback from the May 2021 Clark Scholar Alumni Survey• Research best practices in onboarding and community-building among comparable higher education scholarship programs. <p><i>Maryland Promise Program Survey Design</i></p> <ul style="list-style-type: none">• Research best practices in survey design.• In collaboration with the Operations team and the Director of Engineering Initiatives, develop a survey to understand the composition and perception of the Maryland Promise Program.
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<p>Description of long-term project the Impact Intern will lead or substantively contribute to:</p>	<p>All the work completed by the Impact Intern will contribute to the Clark Foundation's programs long-term. The onboarding and community building work will influence the Clark Scholars Program in perpetuity. It will provide the structure and content that university partners will use every year as they welcome new students and staff to the program. The Maryland Promise Program Survey will be launched after its design in academic year 21-22. It will be distributed each year so the Foundation can compare data year over year.</p>
<p>Qualifications and/or skills desired:</p>	<ul style="list-style-type: none"> ● Meticulous attention to detail ● Strong intrapersonal, writing, analytical, critical thinking and problem solving skills ● Interest in research, survey design and implementation project management ● Demonstrated ability to work independently and proactively in a fast-paced environment, and organize time and priorities with minimal supervision ● A sense of humor, creativity, flexibility, and a terrific work ethic ● Strong computer skills with proficiency working with budgets, databases, web-based systems, common online research tools, and with Microsoft Office applications ● Flexible work style and an interest in being a part of a dynamic and evolving organization ● Impeccable integrity and discretion
<p>This position requires specific clearances, background checks, or specific documentation upon hiring.</p>	<ul style="list-style-type: none"> ● Proof of eligibility to work in the US (per the requirements on the I-9 form) ● Upon receiving and accepting the offer, the intern will need to provide their demographic information and background (work history, education) for verification
<p>The following information is required from the intern:</p>	<p><input checked="" type="checkbox"/>Resume <input checked="" type="checkbox"/>Cover Letter <input type="checkbox"/>Writing Sample <input type="checkbox"/>Other: _____</p>
<p>Interviews will be conducted via the following methods:</p>	<p><input checked="" type="checkbox"/>Zoom <input type="checkbox"/>Google Hangouts</p>



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	<input type="checkbox"/> WebEx <input type="checkbox"/> Other: _____
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