



Impact Interns: Summer 2021

Organization Information

Organization Name:	Urban Teachers
Address:	1800 Washington Blvd. #411, Baltimore, MD 21230
Website:	https://urbanteachers.org/
Organization Description:	Urban Teachers is an alternative teacher preparation and development organization. Our mission is to improve educational and life outcomes of children in urban schools by preparing culturally competent, effective career teachers who accelerate student achievement and disrupt systems of racial and socioeconomic inequity. Urban Teachers accomplishes this by recruiting outstanding candidates, equipping them with state-of-the-art training, and linking their certification to their demonstration of effective teaching practices and skills. Our residents and teachers will provide the necessary proof points to make a national case for educator effectiveness and accountability.
Intern Supervisor: (Name, title, email)	Dara Murray, Director of Performance Management, dara.murray@urbanteachers.org

Position Description

Internship Time Period (include projected dates):	<input checked="" type="checkbox"/> Summer 2021 Internship dates: 5/31/21 to 8/20/20 (some flexibility on start and end dates within 2 weeks)
Hours Per Week:	40
Number of Weeks:	12
Undergrad/Grad Intern eligibility:	<input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate
Internship Description and Duties:	Position Summary: The Performance and Evaluation Assistant is three-month internship around supporting data collection and data management from June through August offered at the Urban Teachers National Team. The ideal candidate is collaborative, motivated, curious, and interested in learning more about how to use program data to inform decision making at a growing national nonprofit. Candidates should be comfortable using a variety of data tools to answer questions. The work will be project-based and supported and managed by the Director of Performance Management, and part of the Performance and Evaluation (P&E) Team at Urban Teachers National.



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	<p>Duties:</p> <ul style="list-style-type: none"> • Codebook creation project (see details below) • Source publicly available data (see details below) • Download, clean, and merge data from multiple sources to analyze trends and report out on findings. • Audit and clean program data on a regular basis. • Participate in regular check-ins with supervisor and attend weekly P&E Team meetings. • Other duties to support the P&E team as assigned.
<p>Description of long-term project the Impact Intern will lead or substantively contribute to:</p>	<p>Complete the following projects over the course of the internship and deliver updates and/or presentations to key internal stakeholders:</p> <ol style="list-style-type: none"> 1. Codebook creation of the program fields within our Salesforce database of record to help the P&E and Technology Teams better understand the breadth of the data we collect and which variables we should use in our analyses. 2. Source publicly available data necessary for contextualize program data at the district and school level for each of our sites; analyze this data, and present to key internal stakeholders such as Site Teams and the Development Team.
<p>Qualifications and/or skills desired:</p>	<ul style="list-style-type: none"> • Currently pursuing degree in a related field that includes courses or a focus on data analysis, using data to inform decisions, statistics, and/or research methods such as education, political science, public policy, public health, public administration, psychology, sociology, statistics, economics, computer science, nonprofit management, etc. • Alignment with Urban Teachers' values. • Experience with Microsoft Office suites, particularly Excel, Word, PowerPoint, and with Google platforms such as Gmail, Google calendar, Google forms. • Strong organizational skills with the ability to prioritize projects to meet deadlines. • Keen attention to detail. • Ability to collaborate effectively. • Excellent communication skills, both written and verbal.



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	<p>Preferred, but not required:</p> <ul style="list-style-type: none">• Familiarity with Salesforce, R, and a data visualization platform such as Tableau or PowerBI a plus, but not required.• Experience working with children a plus, but not required.
<p>This position requires specific clearances, background checks, or specific documentation upon hiring. Please list requirements or write Not Applicable.</p>	<p>Not Applicable</p>
<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 checked="" type="checkbox"/> Google Hangouts <input type="checkbox"/> WebEx <input type="checkbox"/> Other: _____</p>