

THE WILLIAM D. RUCKELSHAUS CENTER

UNIVERSITY OF WASHINGTON

Evaluation Intern

The William D. Ruckelshaus Center (Center) is seeking an Evaluation Intern to conduct qualitative research and evaluate the results of a multi-party collaborative process. The goal of this internship is to give the intern a hands-on experience doing background research, conducting key informant interviews, synthesizing information, and preparing a final report, while developing an approach to evaluating the Center's projects and programs. Project mentorship, training, and guidance will be provided by Ruckelshaus Center staff and faculty at both Washington State University Extension and the University of Washington Evans School of Public Policy and Governance.

TASKS

- Develop interview questionnaire and identify key informants.
- Schedule and conduct key informant interviews, both on the phone and on location.
- Conduct background research and synthesize and analyze interview responses to inform evaluation report.
- Lead writing and preparation of final report.
- Prepare memo documenting lessons learned and recommendations for future evaluation projects.
- Present summary of findings.

KNOWLEDGE, SKILLS, AND ABILITIES

Position requires working with diverse individuals, groups, and situations. This individual must be able to effectively:

- Communicate well both orally and in writing.
- Work independently and as part of a collaborative team.
- Exercise independent judgment and discretion.
- Assume responsibility for a complex, challenging and important project.

To Apply

This is a paid position (\$15/hour). Applications are due April 14th, with a tentative start date of June 2017. To apply, submit the following materials with the subject line "Evaluation Internship Application" to ruckelshauscenter@wsu.edu.

- Cover Letter that describes your interest in working for the Ruckelshaus Center, and any previous experience with development, events and/or foundation research/relations
- Resume/CV
- Three professional references and their contact information
- Statement of Intent/Goals (i.e. what do you want out of this internship, and how will this experience advance your career goals?)
- Writing sample

For more information, contact either Operations Manager Maria Anguiano at m.anguiano@wsu.edu, or Molly Stenovec at molly.stenovec@wsu.edu.