



Fall 2021

Monitoring, Evaluation and Learning Internship
Strong Women, Strong Girls

Strong Women, Strong Girls is seeking a part-time Monitoring, Evaluation & Learning (MEL) Intern to assist with data quality, data analysis, research, and reporting, to support the Fall Program semester. This intern will also contribute to database management projects. The ideal candidate has excellent communication skills, creative problem solving ability, and a passion for the mission of SWSG. Experience with research, evaluation, or databases would be a plus! This position is virtual.

Reports to: Monitoring, Evaluation and Learning Director

Location: Virtual

Term: 10 weeks, Fall 2021, 10-15 hours per week

Knowledge, Skills, and Abilities

Required:

- An unwavering commitment to the mission of Strong Women, Strong Girls
- Highly developed skills in planning, organizing, and attention to detail.
- Excellent writing / grammar skills and strong verbal communication skills.
- Ability to multitask and prioritize with ease and adapt to a fast-paced work environment.
- Ability to execute tasks to completion with minimal supervision.
- Reliable Internet Access

Preferred:

- Experience using MS Office and Google Docs / Sheets / Drive.
- Experience with research and evaluation
- Familiarity with Salesforce or similar database software

Core Responsibilities:

- Support the MEL Director in database management projects
- Support MEL Director in maintaining data quality through data entry, reporting and participant follow up
- Prepare reports regarding Fall Mentor Training
- Additional research and documentation as needed



About the Organization

SWSG is a multi-generational mentoring organization dedicated to building relationships between professional women, college women, and elementary school girls. Strong Women, Strong Girls provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Applications

Candidates are encouraged to apply as soon as possible. Applications will be reviewed as received. Applications consist of a cover letter describing the candidate's interest and qualifications and a resume (in Word or PDF format).

Please [apply here](#) and send all materials to awhalen@swsg.org with the subject line "MEL Internship."