Posting Announcement

The Colorado Coalition for the Homeless seeks an Undergraduate Evaluation Intern during the summer to assist with qualitative and quantitative data collection, data management, and analysis for various evaluation projects at the CCH offices located at 2111 Champa Street, Denver CO, 80205. The internship is a critical position in the Outcomes Team in the Quality Assurance and Evaluation Department (QA).

Primary Responsibilities

1. Assists with primary data collection, entry and analysis.
2. Performs research in support of evaluation plan design.
3. Presents reports to programs.
4. Supports QA staff during interviews and focus groups.
5. Transcribes audio from interviews and focus groups.
6. Participates in team meetings.
7. Maintains a work environment that is marked by respect for others; that values inclusiveness and builds workforce diversity; and that fosters cooperation and teamwork.
8. Performs other duties as assigned.

Qualifications Summary

1. In pursuit of a Bachelor’s degree in sociology, psychology, social work, statistics or another social research-related field.
2. Critical thinking and decision-making skills.
3. Interpersonal/assertive communications skills with diverse audiences.
4. Interest in homeless issues and a desire to work with underserved populations.
5. Interest in research design, methodologies and data analyses.
6. Skill in operating office equipment, such as computers, software (e.g., Microsoft Word, Excel and PowerPoint; e-mail) and telephones.
7. Able to build rapport with diverse clientele.
8. Interest in data management and reporting.

Application Instructions

Qualified persons may apply by sending a cover letter and résumé to Kate Dill, Program Evaluator. Résumés without a cover letter may not be considered. In addition to information about qualifications, applicants must describe their interest in helping homeless people and should include language describing their understanding of the causes of homelessness. Please indicate where you first saw this job posting in your cover letter.

Cover letters and résumés may be sent to the hiring manager as follows:
1. (PREFERRED) By e-mail to careers@coloradocoalition.org. Attach documents in either Microsoft Word (.doc) or portable document format (.pdf). In the subject line of your e-mail, include the name of the position (in bold, at the top of this posting).
2. By fax to (303) 312-9728. No cover sheet required.
3. By mail to Colorado Coalition for the Homeless, ATTN: HR, 2111 Champa Street, Denver, CO 80205.

The Colorado Coalition for the Homeless is an equal opportunity employer. The Coalition is committed to delivering services, making employment-related decisions, selecting volunteers and selecting vendors without regard to age over 40, race, sex, color, religion, creed, national origin, ancestry, disability, genetic information, marital status, sexual orientation, gender expression, military status or any other applicable status protected by law.