

*Ventures is a Seattle-based nonprofit that empowers individuals with limited resources and unlimited potential to improve their lives through small business ownership.*

Learn more about our programs at <http://venturesnonprofit.org/meet-ventures/>.

## Overview

Every year, Ventures conducts a survey to measure clients' long-term business success. The Evaluation Intern helps prepare and administer this survey and analyze data related to clients' business and household outcomes after receiving micro-business support services from Ventures. This is a great opportunity to join our mission to increase people's economic self-sufficiency through small business ownership and contribute to a vibrant local economy.

## Responsibilities

- Administer 300 surveys, primarily online with phone surveys completed as needed.
- Develop a marketing and outreach plan to encourage a high survey response rate.
- Help prepare for survey administration by compiling baseline data, selecting a sample, and revising survey instruments as needed.
- Organize, clean, and analyze survey results using Excel and/or Tableau.
- Assist with the creation of a final report summarizing survey outcomes and highlighting client stories (view the 2016 Outcomes Report [online](#)).
- Opportunities to conduct client interviews or complete additional data projects as time permits.

## Time & Compensation

Internship Dates: March 27-August 18, 2017 (Spring & Summer Quarters)

Hours per week: 10 hours per week in Spring Quarter, 14 hours per week in Summer Quarter. Mon.-Thurs. schedule.

Compensation: \$13 per hour

## Qualifications

- Graduate students preferred, or undergraduate students in the social sciences, public policy, business, economics, or related field. Coursework in statistics, quantitative analysis, and/or qualitative analysis preferred.
- Excellent written and oral communication skills - must be a great listener.
- Bilingual in Spanish strongly preferred.
- Strong Microsoft Office skills, particularly Excel.
- Experience in or willingness to learn Google Forms, MailChimp, Tableau, and other technology tools.
- Willing to arrange interviews at non-traditional times to accommodate client schedules.
- Ability to ask personal questions (about income, public assistance, etc.) in a sensitive and respectful manner.

## To Apply

Please send your resume and cover letter to [kkinzel@venturesnonprofit.org](mailto:kkinzel@venturesnonprofit.org). Deadline to submit: February 17, 2017.