

Programs & Evaluation Internship

Multiple Positions Available

Candidates with diverse educational backgrounds and experience are encouraged to apply.

Start Dates:

- **Fall:** October 2017
- **Spring:** January 2018
- **Summer:** April/May 2018

On a mission to change education: Author and educator Alexis Pate launched Innocent Classroom® in 2012 with a vision to rebuild teacher-student relationships in school districts with the country's widest achievement gaps. In the Innocent Classroom program, we guide educators to connect with each child's basic motivation – their good – and to channel that insight into learning and growth.

Job Description:

- Programs and Evaluation Intern will assist Assistant Director of Evaluation and the Program Manager with various day-to-day tasks including: Innocent Classroom research projects; survey data entry and analysis; aggregating program survey results; preparing print and digital materials for programs; managing program participant information and other tasks as assigned by both Assistant Director and Manager.
- This is an on-location internship. Intern is expected to work closely with Assistant Director and Manager and alongside other Innocent Classroom employees in our Minneapolis office.
- This is a temporary non-employee position with opportunities for continued work.

Hours: 10-20 hours / week. 3-4 month commitment. Hours are flexible.

Compensation: Unpaid internship.

Responsibilities: Programs and Evaluation Intern will assist Assistant Director of Evaluation and the Program Manager with various projects necessary for excellent Innocent Classroom program delivery, as well as providing support for program participants before, during and after training. Working closely with both Assistant Director and Manager, Intern will have the opportunity to acquire and sharpen a variety of skills in research, communications, data entry, data analysis, print and digital material design and administration. Programs and Evaluation Intern will have the opportunity to participate in staff meetings and learn about the general work of the company.

Skills: Strong organizational skills; Ability to assist with several projects at a time; Meet rigid deadlines; Quickly incorporate critical feedback; Strong attention to detail; Positive attitude; Experience working with issues of race; Proficiency with MS Office Suite (Word, Excel, PowerPoint); Punctual; Flexible schedule; Ability to work in fast-paced team environment.

To Apply: Please send a resume and cover letter explaining your interest in this position with Innocent Classroom to fallon@innocenttech.com.

Innocent Technologies, LLC provides equal employment opportunity (EEO) to all persons regardless of race, color, religion, national origin, citizenship status, physical or mental disability, age, gender, sex, sexual orientation, gender identity and/or expression, genetic information, HIV status, marital status, status with regard to public assistance, veteran status or any other characteristic protected by federal, state or local law.