FOOD BANK FOR NEW YORK CITY
JOB DESCRIPTION

Title: Research and Evaluation Intern

Department: Research & Public Affairs

Primary Purpose of Job
The primary purpose of this position is to assist in the daily activities of a highly dynamic Research and Evaluation team by conducting data analysis, data collection, and research. This internship provides a unique opportunity for students seeking to become involved in applied research in anti-hunger and anti-poverty work. Under the supervision of the research team, s/he will help to advance the Food Bank’s research and evaluation agenda by: assisting in collecting, analyzing and interpreting data; updating research databases and fact sheets; and conducting research. This position calls for a quick thinker who can maintain in-depth knowledge of the relevant issues pertinent to Food Bank’s organizational mission and work. Stipend available. Hours are flexible; a commitment of at least 15 hours per week is expected.

Principal Duties and Responsibilities
• Conduct quantitative analysis of data compiled by Food Bank for primary research and/or program evaluation, as well as data from other primary sources;
• Assist with survey development and administration;
• Gather and summarize research data from public databases, publications, etc. to inform primary research and program evaluation, as well as to develop other tools;
• Regularly monitor United States Census and economic data, and conduct regular analysis of emergency food network activities;
• Contribute to regular reports for internal and external audiences (e.g. “Fast Facts,” meals reports, etc.);
• Maintain and update a database containing frequently used socio-demographic and economic data;
• Assist in copy-editing publications and reports on hunger, poverty and related issues;
• Help organize internal and external efforts to communicate effectively to a variety of audiences the results of research, policy and data analysis through web postings, e-blasts and other means;
• Additional duties as assigned.

Knowledge, Skill and Abilities Required
• Graduate students in public policy or applied social sciences, including coursework in quantitative methods. Focus in the area of poverty and hunger preferred.
• Proficiency in Excel, Microsoft Office applications, and SPSS; knowledge of ArcMap (ArcGIS) preferred.
• Familiarity with survey administration and tools.
• Flexibility, keen eye for detail, and ability to multi-task.
• The ideal candidate will be a reliable co-worker and team player, have excellent analytical and writing skills, possess a comfort with numbers, be organized, deadline-focused, capable of managing multiple deadlines, and possess a collegial and professional manner and outlook.

Reports to: Research Coordinator or Benefits Data Coordinator

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required nor a binding contract of any kind.