

Public Charter School Support Intern Program

FOCUS, a non-profit charter school support organization in Washington, D.C., seeks highly capable and energetic college and graduate school student interns to support operations and increase the reporting capacity in local charter schools.

About the Internship

Charter schools rely heavily on data collection, data management, reporting and advocacy. Interns will be placed with a local public charter school for the school year depending on their interests. Through their work in public charter schools, interns will have the opportunity to gain hands-on experience with school operations, advocacy, building large datasets, data cleaning, and creating reports. Interns will gain extensive knowledge of the DC's public education system, the charter school sector, and nonprofit management.

Compensation: \$15/hour. This internship is eligible for university credit (students must work this out with their university ahead of time)

Dates: September 2016 – May 2017

Hours: Interns work 10-15 hours per week with flexibility regarding days and hours

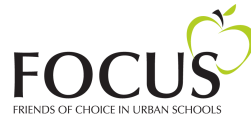
Interns will work on a variety of projects with their assigned school's staff. Interns will be assigned to schools based on interests and strengths. Sample projects include:

- Perform classroom analysis on student reading scores
- Design reports displaying school attendance trends
- Help implement new report card systems
- Compile, clean, and enter data from existing sources into new databases
- Work with teachers and school staff to create reporting and analysis that will help improve student outcomes
- Create presentations for staff professional development days and charter school boards

Training: Interns will participate in a half-day orientation that includes courses on Excel, D.C.'s public education scene, designing quality reports, as well as on-going workshops and networking opportunities throughout the school year.

Our Ideal Candidate

- Currently enrolled in undergraduate or graduate degree programs including but not limited to: Education, Public Policy, Economics, Business, Statistics, Political Science, Information Systems, Sociology, Communications.
- Strong analytical skills, proficiency with Excel
- Excellent written and verbal communication
- Strong attention to detail



- Interest in education policy, as well as a strong commitment to public education and improving outcomes for disadvantaged students

How to Apply

The application is due May 15, 2016. Visit <http://focusdc.org/data-internship> to download an application. Return your application materials to dataintern@focusdc.org. Applications are accepted on a rolling basis but the program generally fills within weeks. Qualified applicants will be contacted for an initial phone screen within 7 days of submitting applications.