

Public Charter School Support Internship

Internship Job Description

Organization Overview

FOCUS is an education non-profit charter school support organization in Washington, D.C. that supports the diverse set of public charter schools by advocating for and strengthening autonomy, equity, and quality. Since 1996, FOCUS has been the primary advocate for public charter schools in Washington, DC. FOCUS's work has ensured that public charter schools have the necessary freedom and funding to create the current quality school options for DC families. Today, there are 120 public charter schools in the District serving more than 41,000 students, affording students and families the power of choice in their education. Please visit our website for more information: <https://focusdc.org>.

About the Internship

FOCUS seeks highly capable and energetic college and graduate school student interns to support operations and increase the reporting capacity in local charter schools.

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.

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

Dates:

Fall Semester Internship: September 2018- December 2018 (150 hours total)

Full Year Internship: September 2018 – May 2019 (300 hours total)

Compensation: Interns will be paid a stipend of \$2250 for one semester and \$4500 for a full year (2 semesters). The stipend will be paid out in two payments per semester based on hours completed.

This internship is eligible for university credit (students must work this out with their university prior to the internship and provide FOCUS with the paperwork).

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

Training: Interns will participate in a half-day orientation that includes an overview of 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: Finance, Business Analytics, International Business, Education, Public Policy, Economics, Political Science, Information Sciences, Computer Information Systems, Statistics etc.
- Strong analytical skills, proficiency with Excel
- Excellent written and verbal communication
- Strong attention to detail
- Strong work ethic
- Flexibility, resourcefulness, and teamwork mentality
- High level of professionalism and organization
- Interest in education policy, as well as a strong commitment to public education and improving outcomes for disadvantaged students

How to Apply

Applications are accepted and reviewed on a rolling basis. Please submit an online application by going to: <http://focusdc.org/data-internship> and clicking "Apply Here". Qualified applicants that move forward will be contacted for an initial phone screen within 2-4 weeks of application deadlines. Please email dataintern@focusdc.org with any questions.

Timeline	Date
Application Available	Apply now!
Priority Application Deadline #1	Monday, July 2 nd , 2018 (by 11:59pm EST)
Application Deadline #2	Friday, July 27 th , 2018 (by 11:59pm EST)
Application Deadline #3	Friday, August 10 th , 2018 (by 11:59pm EST)
Interns matched with schools	August 2018
Intern Orientation	Thursday, September 13 th , 2018 (tentative date)
Internship Start Date	Week of September 17 th - 21 st 2018