

Evaluation and Data Intern Job Description

Organization Description

Assemble is an open physical space in the Garfield neighborhood in Pittsburgh. We unite artists, technologists, and makers with our neighbors of all demographics. Assemble provides a platform for experiential learning, opening creative processes and building confidence through making. Assemble is a young 501(c)3 organization, founded in 2011, and is mostly volunteer-run. We are located at 4824 Penn Avenue, in the heart of the Penn Avenue Arts District. We provide hands-on making activities with a focus on STEAM Science, Technology, Engineering, Arts, and Math education. For more information, please visit: www.assemblepgh.org

About the Position

Assemble is seeking an enthusiastic student to serve as the Evaluation and Data Intern. This internship is an opportunity to work in qualitative and quantitative data collection, designing evaluation surveys, ethnographic, data visualization, building rubrics, and data management projects that will have a true impact on the sustainability of the organization. The Evaluation and Data Intern will report directly to and work closely with the Executive Director of Assemble, Nina Marie Barbuto, and leadership staff. The work schedule is flexible. The work is to be completed at our space at 4824 Penn Ave. Some off-site meetings might occur.

Duties

Internship duties may include, but are not limited to:

- Assist with data collection and organization.
- Data entry and making the information end-user friendly.
- Creating surveys, rubrics, and reports.
- Conduct minor research on organizational or STEAM/Maker Education means of evaluation.
- Conduct best practices research to improve data collection efforts.
- Attend and contribute to staff meetings, as needed.

Skills and Abilities Needed

- You must have at least 10 - 12 hours per week to devote to Assemble. These will mostly be weekday hours. You will also be invited to the Information Management Committee's meetings.
- Must be self-directed and able to work with limited supervision, but must also be able to work collaboratively as part of a team.
- Must be able to thrive in a dynamic, growing start-up organization and possess creative problem-solving skills.
- Interest and expertise in data collection and ethnographic study methods.
- Interest in Maker Education and STEAM Education.
- Excellent written, oral, and interpersonal communication skills.
- Google Docs skills needed. Prior experience with databases a plus.
- Willingness to pitch in on both complex and menial tasks as needed.
- PA State Clearances to work with children (Act 33/34/FBI).
- Respect the need for confidentiality of information.

Application Instructions/Requirements

Apply by emailing your resume and cover letter to Assemble's Executive Director Nina Barbuto at nina@assemblepgh.org. Applications are accepted on a rolling basis until the position is filled.

Non-Discrimination Policy:

Assemble provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Assemble expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Assemble's employees to perform their expected job duties is absolutely not tolerated.