



POSNER
CENTER

Position Announcement Monitoring & Evaluation Intern

Overview

The Posner Center for International Development (www.posnercenter.org) brings together nearly 60 international development organizations in a 25,000 square-foot shared space in Denver's Curtis Park neighborhood, enabling them to exchange ideas, cut costs, and improve the products and services they deliver. Our mission is to build a community of innovators who grow lasting solutions to global poverty, and our vision is to be the leader of collaborative international development.

We are currently seeking a dynamic and hard-working Monitoring & Evaluation (M&E) intern to support our efforts to understand and improve our work and the work of our community.

Core Responsibilities

- Collaborate with Program Director to implement all aspects of existing M&E plan;
- Support strengthening and further development of organizational M&E plan;
- Revise and refine existing survey tools and create new ones as needed;
- Help issue periodic Tenant surveys;
- Conduct quantitative and qualitative data analysis for all surveys completed
- Other relevant tasks, as needed.

Qualifications

- Prior Monitoring and Evaluation experience is required;
- Strong quantitative and qualitative skills;
- Enthusiasm about the Posner Center's mission;
- Proactive, detail-oriented, and able to manage time effectively;
- Experience in international development, and an interest in shared spaces and social enterprise; and,
- Proficiency in Microsoft Office suite.

Time Commitment

Internship will start October 1st and continue through May 2017. A 10 hour/week commitment is expected.

Benefits

Interns are not financially compensated. However, here are some of the benefits you can expect from this position:

- Utilize and strengthen skills in M&E in a dynamic organizational context;
- Build relationships with staff, Tenants, Members, interns and other professionals;
- Get free access to most of the trainings held at the Posner Center;
- Build your resume and gain valuable references for future professional opportunities;
- Course credit can be provided depending on the requirements of your program; and,
- Work in an engaging and exciting shared space office environment with access to innovative, ongoing training and collaboration with individuals working in international development.

How to Apply

Applicants should send a resume and cover letter describing their interest in the position and relevant experience **no later than September 15, 2016** to Posner Center Program Director Meg Sagaria-Barritt at meg@posnercenter.org. Please include "Your Name – M&E Intern" in the subject line.