



Nurturing and Caring for Orphaned and Vulnerable Children for over 25 Years

Impact Evaluation Internship

Provo, Utah &/or Lusaka, Zambia

ABOUT MOTHERS WITHOUT BORDERS

We are an international development agency based in Provo, UT. Our mission is to nurture and care for orphaned and vulnerable children and give voice to the power of love. Currently, our work is focused in Zambia, Africa where we operate numerous programs including an orphan care center, a primary school, and multiple women's empowerment groups. Additionally, we take about 100 volunteers with us to Africa for a personal growth / humanitarian experience every Summer.

JOB SUMMARY

Under the direction of the Impact Evaluation Specialist, the Impact Evaluation Intern does much of the day to day work related to **understanding, measuring, and describing the impact of our programs**. You are responsible to support the Impact Evaluation Specialist by 1- Establishing a system for monitoring and measuring the impact of each program, 2- Analyzing the data and making inferences to help inform programmatic decision making, 3- Designing reports and other materials that accurately depict our impact for all stakeholders. We are seeking an intern who wants to be an active member of the team and work with us at our office (or, due to COVID-19 concerns, online) on a daily basis.

We also highly encourage all of our skill-based interns to experience our programs first hand by joining us on an **expedition to Zambia**. Up to 132 hours of your internship can be fulfilled in-country. This experience is extremely enriching and makes your internship exponentially more rewarding. If you are interested in this possibility, please inquire during your interview.

KEY RESPONSIBILITIES

- Assist the Impact Evaluation Specialist with the following activities:
 - Work with stakeholders to develop a comprehensive strategic evaluation plan
 - Develop and implement an individual evaluation plan for each program
 - Design and continually refine instruments for collecting relevant data
 - Analyze and organize all current and historical data in a way that it is readily accessible
 - Communicate evaluation findings with all stakeholders through various reports and creative presentations
- Input data received by Zambian Program Director and ensure data is clean, accurate, and up to date
- Assist the MWB Fundraising Team with design and fundraising as needed

QUALIFICATIONS

- Committed to being a part of our team for at least 1 year.
- Knowledge of non-profit / international development program evaluation
- Ability to engage with, listen to, and learn from a broad range of evaluation stakeholders, encouraging their meaningful participation
- Ability to organize and summarize information in a clear and concise manner
- Ability to utilize logic models to describe complex programs
- Basic understanding for protecting confidential data, managing databases, establishing data governance policies
- Passion for the work and mission of Mothers Without Borders
- Working knowledge and awareness of spreadsheets, word processing, and Adobe Creative Suite

SKILLS

You have a team ethos and love working with people.

You thrive in a creative, inventive, fast-paced startup environment, with people who are passionate about their work and mission. You're excited to work cross-functionally with other team members and enjoy bringing people together to achieve a goal. People enjoy working with you because they know they can trust you.

You're self-motivated.

You see something that can be improved, and you don't wait to fix it. You have a strong desire to make Mothers Without Borders a world-class nonprofit.

You're passionate about accuracy

You double and triple-check your work because you know that accurate data is crucial for an Evaluation Department to operate successfully. You pay strong attention to detail, have excellent math, grammar, spelling and proofreading skills.

COMPENSATION & HOURS

This position is an unpaid internship, but may qualify for school credit. 15-20 hours/week. Some responsibilities can be done remotely, but around 10 hours will be required in our Provo office each week.

HOW TO APPLY

Please submit your resume and with a short paragraph to internship@motherswithoutborders.org explaining:

- 1- Why are you interested in working with Mothers Without Borders?
- 2- Why are you interested in this position specifically?
- 3- What makes you uniquely qualified to succeed in this position?