

## **2010 SUMMER INTERNSHIP PROGRAM**

Public/Private Ventures (P/PV), a national leader in creating and strengthening programs that improve lives in low-income communities, is seeking applications for internship positions for the summer of 2010.

P/PV is composed of research, policy and program development experts who specialize in employment, crime reduction and reentry, mentoring, out-of-school time, in-school initiatives, community health and more. Our work engages leaders across public and private sectors. P/PV is a 501(c)(3) nonprofit, nonpartisan organization based in Philadelphia, with offices in New York City and Oakland, California.

### **Internship Positions**

There are three internship positions currently available for Summer 2010:

#### **Research Intern (Philadelphia)**

The intern will become a member of a team evaluating a mentoring program for high-risk youth. While the intern may be slotted with various research activities as needed, he or she will assist with designing data analyses for the project and will update a program survey that he or she will administer to all seven mentoring agencies. The intern will assist in integrating the results of this program survey with those from previous years. Changes in agency practices will be identified through analysis and summarized in a memo that will ultimately be integrated into a larger report on the evaluation. The intern may also provide support for an evaluation of a program that strives to help middle school youth improve their short- and long-term academic outcomes. On this project, the intern would be responsible for administering a cost survey and interviewing staff.

#### **Qualifications and Skills**

- Undergraduate or graduate degree (preferred) in a social science with strong research skills.
- Experience with instrument (survey, questionnaire) design.
- Skilled in data analysis (both planning and conducting data analysis).
- Experience conducting both structured and semi-structured interviews.
- Knowledge of contemporary social issues, urban poverty and/or education.
- Excellent writing, verbal, analytical and conceptual skills, and the ability to work well independently.

#### **Communications Intern (New York City)**

The intern will work with communications staff to develop specific project goals and plans. He or she will work with P/PV staff and outside organizations to gather information and coordinate activities and tasks; write letters, emails, proposals and synopses; enter and maintain information in our contact database; and perform overall project management.

#### **Qualifications and Skills**

- An undergraduate or graduate degree student with a degree in social policy or related areas, with a strong interest in communications, public relations, marketing etc. or a student of communications with a demonstrated knowledge of public policy, urban planning, education and/or nonprofit management.
- Knowledge of contemporary social issues, urban poverty and/or education.
- Excellent writing and verbal skills, analytical and conceptual abilities, and the ability to work

well independently.

- Project management experience.
- Familiarity with Excel, Lexis Nexis and Adobe Creative Suite are highly desired.
- Experience working with minority/low-income communities and nonprofits (a plus).

### **Labor Market Intern (New York City)**

The Labor Market Initiatives Department coordinates several demonstration projects and evaluations related to workforce development. The intern will assist with the coordination, coding and synthesis of documentation on a number of projects. Projects may focus on issues such as sectoral employment, connections to community college and alternative staffing strategies.

#### **Qualifications and Skills**

- An undergraduate or graduate degree in social policy or related areas, including sociology, psychology, economics, urban development and human development.
- Knowledge of contemporary social issues, urban poverty and/or education.
- Excellent writing and verbal skills, analytical and conceptual abilities, and the ability to work well independently.
- Experience or academic training in research or evaluation.
- Experience using NVivo strongly preferred.
- Experience working with minority/low-income communities (a plus).

### **Length of Internship**

Internships will begin in June and run for 8 to 12 weeks.

### **Compensation**

The compensation for the internship is \$500 per week in Philadelphia and \$650 per week in New York.

### **Application Procedure**

Interested candidates should submit: (1) a cover letter summarizing their background, reasons for applying, specific interests and indicate internship preference; (2) a resume; (3) an unofficial transcript; (4) a brief writing sample on a social policy or research topic (not to exceed 10 pages); and (5) contact information for three references.

Candidates should indicate their internship preference in their cover letters. Applications for both the Philadelphia and New York offices should be mailed to:

Eileen Rupp  
HR Manager  
Public/Private Ventures  
2000 Market Street  
Suite 600  
Philadelphia, PA 19103

**Completed applications should be postmarked no later than February 26, 2010.**

Late and incomplete applications will not be considered. Screening and interviewing will take place in March. Decisions will be made by mid-April.

Minority applicants are strongly encouraged to apply.

For more information, visit our website at [www.ppv.org](http://www.ppv.org).

**P/PV is an equal opportunity employer.**