



2019 Spring Semester
Monitoring and Evaluation Internship

Office Hours and Weekly Schedule

- Deliver weekly programs at Perry School and other program locations
- Expected to work 20 hours per week, office hours will be discussed

Job Role

- Assist with all details of program delivery at sites determined by the ED and Program Coordinator.
- Participate in weekly staff meetings.
- Provide general support to the Program Coordinator, DED, and ED
- Support and facilitate volunteer training and programs
- Attend at least 1 Peace Academy, and be an advocate for peace and for LFFP in daily life and work.

Core Responsibilities

- Collect and track data as it pertains to LFFP programming
- Develop M&E processes and tools that produce high quality, actionable and shareable information
- Develop an understanding of the challenges and opportunities present in designing effective M&E systems for programs
- Support qualitative and quantitative analysis
- Assist with creating and updating M&E guidance for program staff

Qualifications

- Currently enrolled in college
- Proficiency in Microsoft Office and Excel
- Experience in monitoring & evaluation, research methods, and quantitative and qualitative analysis preferred
- Ease with engaging a wide range of stakeholders and cultures and strong written and verbal communication skills
- Ability to multi-task and prioritize
- Ability to work both independently and embrace a collaborative team approach
- Passion and desire for personal inner peace
- Passionate about LFFP's mission to counter violence and contribute to a worldwide culture of peace, by sharing skills to prevent, resolve, and transform conflict with individuals, families, teams, and communities

Click here to apply!