



# RESEARCH & EVALUATION INTERN

CodeVA is a thought leader in the K-12 education community, developing and delivering engaging computer science content for both students and teachers. We are a rapidly growing 501(c)(3) non-profit organization based in Richmond, Virginia, but retain our core values that have brought us success. Our commitment is to supporting teachers and students, to building sustainable and collaborative communities, and to employing creativity and problem solving to an evolving and rapidly changing education landscape. We also remain an organization that values a healthy work-life balance, and a practice and belief that recognizes family comes first. Our funders include Amazon, Facebook, Capital One, Carmax, the Commonwealth of Virginia, the National Science Foundation, and many more amazing companies, government agencies, and individuals that value the need for a computer science-ready workforce.

The Research & Evaluation Intern would participate in CodeVA's research and evaluation projects by assisting with research, data collection, and data analysis. The Research intern would also provide support for CodeVA's National Science Foundation projects, which could involve completing administrative tasks on research projects, assisting in research proposal development, and attending Principal Investigator (PI) meetings.

The Research & Evaluation Intern would gain experience in:

- program and process evaluation
- research proposal development
- research project implementation and management
- federal grant compliance and budgeting

This position is virtual and primarily takes place Monday through Friday during standard business hours (EST).

The hourly commitment for this position would be between a weekly minimum of 10 hours and a maximum of 15 hours.

## Job Responsibilities

- Provide support for CodeVA's program and process evaluation
  - Assist in collection and maintenance of data
  - Assist in data analysis
- Provide support for CodeVA's research proposal development

- o Conduct comprehensive searches for applicable research literature and studies upon request
  - o Assist in logistics for proposal development meetings
- Provide support for CodeVA research projects
  - o Attend and assist Project Leads in PI meetings
  - o Assist CodeVA Project Leads with project logistics and administration
  - o Research dissemination (conferences and publications) opportunities
- Help maintain CodeVA's Research Grants Toolkit
- Perform other duties as required

## Job Qualifications

- Current undergraduate, master's or doctoral student in education or social science
- Familiarity with qualitative and quantitative research methods and design
- Comfortable with basic statistical analysis methods
- Experience conducting literature searches and reviews
- Possess outstanding verbal and written communication skills
- Competence with Microsoft Office Suite and Google-based applications
- A strong commitment to community service, in particular through public education

## Physical Qualifications

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stand and walk for extended periods
- Use hands to finger, handle or feel
- Reach with hands and arms
- Occasionally lift up to 50 pounds

## Salary

Salary: \$15.00/hour

## Equal Opportunity Employment

At CodeVA we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other

characteristic protected by applicable law. CodeVA believes that diversity and inclusion among our team is critical to our success as an organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

## **How to Apply**

Submit your resume and cover letter to [HR@codevirginia.org](mailto:HR@codevirginia.org) no later than Tuesday, February 1, 2022. Please indicate "Research & Evaluation Intern" in the subject line of your email. Evaluation of submissions will begin immediately. Please no phone calls or in-person drop-offs. Only email submissions will be reviewed.