



## AVAILABLE POSITION: INTERN, EDUCATION POLICY & MANAGEMENT CONSULTING

**Public Impact is a national education policy and management consulting firm** based in Chapel Hill, N.C. Our mission is to improve education dramatically for all students, especially low-income students, students of color, and other students whose needs historically have not been well met.

We conduct research to understand practices that lead to better outcomes, and we develop and implement innovative solutions aimed at creating dramatic improvements for children. We apply our research and solutions by advising leading philanthropists, designing and implementing new initiatives for cutting-edge policy and education leaders, and advising other change agents in education reform. We partner with teachers and leaders to implement changes that will help the students they serve.

**Major current areas of work include management and policy changes in:** (more at [publicimpact.com](http://publicimpact.com) and [opportunityculture.org](http://opportunityculture.org))

- Teachers and leaders; extending the reach of excellent educators and teams through Opportunity Culture, teacher-leadership, career paths, pay, residencies, selection, evaluation, and leadership.
- Charter school excellence, innovation, authorizing, and growth of excellent organizations.
- School turnarounds, excellent diverse schools, finance, accountability and other topics.

### Intern Role

The internship will focus on two data projects. The first includes reviewing charter school applications and closures over five years, extracting detailed information, and coding it in a database using a rubric. Charter school applications are lengthy, technical documents, and interns will follow up with state departments of education/charter offices by phone or email. The second includes thorough review and classification of charter schools nationwide. Interns may also work on other small projects. The work includes learning from experienced professionals and working independently and as a collaborative teammate. Interns should expect to:

- Gather both quantitative and qualitative data using a wide variety of sources, including research journals, online publications, interviews, and published quantitative data
- Screen data and information for quality and accuracy
- Organize data into a prepared template
- Follow up by phone/email to request missing information, and get clarification on data points and processes
- Clearly annotate data to explain information collected, where appropriate

Full training and ongoing support will be provided.

### Qualifications

- Students currently pursuing a B.A. or B.S. or college graduates; high school seniors with extremely strong academic records.
- Strong academic record and/or other experience indicating strong reading comprehension.
- Experience with Microsoft Word and Excel. Advanced Excel a plus
- Have an interest in policy and/or education and/or management/leadership
- Act as supportive team member; follow through on work responsibly
- Keep track of details; check own work rigorously
- Interpret data with unbiased, critical thinking
- Communicate clearly in writing and pleasantly in person
- Possess willingness to give and receive significant feedback to produce first-rate work
- Ideal candidate will have record of starting something new, succeeding despite barriers, improving own and/or others' work (academic, volunteer, etc.)
- Previous research experience a plus

**Location:** Public Impact's office in Chapel Hill, N.C.

**Compensation:** \$13/hour (high school applicants) \$15/hour (college applicants)

**Term and weekly hours:** Immediate and June start dates available: Immediate for 10 hours/week now, then 30-40 in summer, or June–August 2018 for 30-40 hours/week. Ideal candidate could continue after August, through Nov/Dec 2018 for 10 hours/week.

**Applicants: Please submit employment application, cover letter and resume to:** [hire@publicimpact.com](mailto:hire@publicimpact.com) or mail to Hiring, Public Impact, 405A E. Main Street, Carrboro, NC 27510.

**Public Impact is an Equal Opportunity Employer** that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.