**Broad Street Ministry (BSM)**

Hospitality Collaborative Evaluation Intern

**Position Title:** Hospitality Collaborative Evaluation Intern

**Position Description:** Broad Street Ministry’s Hospitality Collaborative seeks to provide meals and services to homeless and housing-insecure Philadelphians from a trauma-informed perspective. BSM is seeking an Evaluation Intern to assist with planning and implementing an on-going survey to gain more information about the guests that the program is serving, along with the impact of the program. This survey is conducted annually, with a sample size of 200 participants. BSM chooses to be a low-demand program, not asking people to give their names and dates of birth, sign in for meals, or provide information to access services. Because of this, and how cautious some of our guests are about providing personal information, it can be difficult to definitively know who is accessing services. A way to accommodate that, while still getting information about our constituency and our program’s impact, is our annual survey. The evaluation intern would be involved with every stage of the survey development, implementation, data processing, and reporting. The intern would assist the evaluation team at BSM, including the Managing Director, the Director of Social Services, and the Guest Services Manager.

The goal of this internship is to blend theory, research, and practice into an experience that will benefit both the individual and the organization. The intern should emerge from this experience with a better understanding of service delivery in a trauma-informed environment, as well as the practical skills to engage in all areas of program evaluation. The plan outlined above can also be tailored to the individual’s research interests to ensure that it is a helpful learning experience for the intern.

**Key Responsibilities:** Tasks will include conducting research about best practices, compiling the survey, constructing a protocol, recruiting volunteers to implement the protocol, and cleaning, coding, and analyzing the data from the survey. This may also include supporting the social services team in providing meals and services, including clothing, personal care items, and distributing mail. BSM is seeking a student who is interested in learning more about homelessness, poverty, and program evaluation.

**Qualifications:** BSM is seeking a current college student, current graduate student, or recent college graduate who is interested in serving as an intern. The ideal candidate is detail-oriented, reliable, and proficient in SPSS and MS Office Suite, especially Excel.

**To Apply:** Please email your resume and cover letter to employment@broadstreetministry.org. The position is available for immediate hire, with applications considered on a rolling basis. Candidates are encouraged to submit applications as early as possible. No phone calls, please. While the above is a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management. The position is based in Philadelphia, PA.