



POSITION DESCRIPTION

Title: Programs & Evaluation Intern

Reports To: Programs & Events Specialist

Posted Date: 12.19.2024

SUMMARY

The Boettcher Foundation is seeking an intern to provide in-person support at the Boettcher Foundation office for our program teams. The intern will play a crucial role in supporting foundation events and programming, ongoing evaluation work across the organization, and the launch of the new "State of Leadership" project - a statewide initiative to understand and strengthen the leadership ecosystem within Colorado.

This internship is a temporary/seasonal position that will be paid at the rate of \$19 per hour for approximately 12-15 hours per week. Please note that this is not a remote position. Ideal candidates are available to start in early February 2025 and work through mid-December 2025. The exact duration may be flexible as needed to accommodate the Intern's academic schedule. Should it be of interest, the Boettcher Foundation will attempt to arrange for interns to earn academic credit(s) in lieu of financial compensation if they are currently an undergraduate or graduate student.

DUTIES & RESPONSIBILITIES

Programming Support

- Support event planning and event management
- Assist with programming projects
- Assist with Alumni programming and engagement projects
- Lead teams of short-term volunteers as needed
- Support projects related to the Boettcher Foundation's other departments as needed, including communications and grants

Ongoing Evaluation Support

- Conduct data consolidation, archiving and cleaning
- Assist with quantitative data analysis, such as calculating averages, standard deviations, and counts of survey responses
- Assist with qualitative data analysis, such as coding interview and focus group transcripts and notes to support converting raw data to useful insights
- Facilitate interviews and focus groups by scheduling and potentially conducting some interviews as appropriate

"State of Leadership" Project Support

- Support the project management of the State of Leadership project manager
- Assist the Boettcher Foundation team and external partners to coordinate overall workflows, ensure timely and high-quality data collection and deliverables.

Special Projects and Other

- Assist with execution of special projects as assigned by supervisor and Foundation leadership
- Test updates to the Scholar portal, scholarship application, and other tools as needed
- General administrative support as needed

QUALIFICATIONS

The Boettcher Foundation is seeking candidates who possess the following:

- Excellent organizational skills, attention to detail, and the ability to prioritize tasks and work independently
- Strong communication skills - written, in person and on the phone
- Computer proficiency with Microsoft Office applications and database management
- A willingness to learn and to contribute to the success of Boettcher Foundation programs
- Reliable transportation for commuting to the office in downtown Denver

TO APPLY

Please email the following documents to careers@boettcherfoundation.org by January 12, 2025 at 5:00 p.m.

If you are interested, please forward:

- Cover letter that explains your interest in the position and the skills and qualifications that make you a compelling candidate.
- Current resume

Interviews for selected candidates will be scheduled on an individual basis.

At Boettcher, we believe in the promise of Colorado and the potential of Coloradans. Every day we build up and connect doers and difference makers from across the state, working to elevate people, programs, and organizations.

Because by investing in Colorado leaders, we provide a foundation for transformational impact and community building.