POSITION DESCRIPTION

Job Title: Program Evaluation Intern
Position Type: 10-12 hours per week for 12 weeks (February 2022 to May 2022)
Compensation: $3,000 stipend

Organization Description
The Safe States Alliance is a national non-profit organization and professional association whose mission is to strengthen the practice of injury and violence prevention. Formed in 1993, Safe States Alliance is the only national non-profit organization comprised of public health injury and violence prevention professionals representing all U.S. states and territories. Safe States offers a professional, virtual workplace and is committed to diversity in the workplace as an Affirmative Action/Equal Opportunity Employer.

Position Description
The Safe States Alliance seeks assistance from a Program Evaluation Intern to work directly with the Senior Manager for Programs and Health Equity (SMPHE) to support an impact evaluation of the Engaging Public Health Leadership to Address Driver Behavioral Change Seed Grant Program. The Seed Grant Program is administered by the Safe States Alliance with funding from the National Highway Traffic Safety Administration (NHTSA) to advance relationships between public health injury prevention and traffic safety communities. This effort is in its fifth year and has been comprised of two primary activities: 1) Develop an actionable deliverable to guide traffic safety and public health communities in identifying strategies to address shared risk and protective factors to promote driver safety: Strategies to Address Shared Risk and Protective Factors for Driver Safety; and 2) Convene and support multidisciplinary state teams to develop public health-informed traffic safety initiatives centered on recommendations from the published resource through the Driver Behavior Change Seed Grant Program (Seed Grant Program).

The purpose of the impact evaluation that this position will support is to: identify the types of connections and collaborations made among Seed Grant Program participants to implement intervention strategies; assess changes in knowledge, skills, and abilities to implement and evaluate shared risk and protective factor approaches to driver behavior change strategies; and demonstrate the overall merit and value of the Seed Grant Program.

Project Scope:
This internship will be completed in three phases. An installment payment in the amount of $1000 will be issued at the completion of deliverables and tasks outlined under each project phase listed below.

- **Phase 1 – Project Orientation & Qualitative Data Collection**
Review all orientation and project-related resources that will inform the duties and expectations of the position.

Under the leadership and guidance of the SMPHE, support the facilitation of virtual focus groups with Seed Grant Program participants (a total of four Safety Teams).

- **Phase 2 – Data Analysis**
  - Support the SMPHE with expanding the analysis of quantitative data already collected from workshop and technical assistance evaluation surveys to include graphic representation of data.
  - Support the SMPHE with organizing themes and developing a qualitative codebook from the virtual focus group transcripts.
  - With guidance from the SMPHE, review Seed Grantee quarterly reports to provide a summary of intervention activities across the four Safety Teams.

- **Phase 3 – Writing and Report Development**
  - Under the leadership of the SMPHE, contribute to the development of a comprehensive evaluation report, and
  - Under the leadership of the SMPHE, contribute to the development of four case studies.

**Timing:**
This project extends through May 6, 2022.

**Supports from Safe States Alliance:**
Safe States Alliance will provide the following:

- Stipend payments upon completion of deliverables in each project outlined in the above project scope;
- Background materials and resources to adequately orient the Program Evaluation Intern to the organization, Seed Grant Program, and program evaluation methods;
- Protocol and supporting materials for conducting virtual focus groups;
- Data files and summary reports to support quantitative analyses;
- Transcripts to complete qualitative data analyses; and
- Access to and training on the appropriate software to support data analysis activities for the evaluation.

**Skills & Qualifications**
A successful applicant for this position is highly motivated and flexible, thinks critically, works independently, and can exhibit the following skills/qualifications:

- Bachelor’s degree with at least two years of public health-related experience preferred;
• Previous experience with quantitative and qualitative data collection, analysis, and reporting through research and/or evaluation projects (e.g. facilitating key informant interviews or focus groups, coding and thematically analyzing qualitative data, writing evaluation reports, etc.);
• Excellent oral, written, and interpersonal communication skills;
• Demonstrated ability to manage multiple tasks simultaneously from planning through completion;
• Solid critical thinking and organizational skills including attention to detail;
• Strong command of the Microsoft Office Suite;
• Experience working with qualitative data analysis software (e.g. Dedoose)
• Access to a personal computer with Microsoft Office products; and
• Ability to work from home in a dedicated work environment.

Deadline to Apply
Please submit your cover letter, resume, and a writing sample by December 31, 2021 to https://www.surveymonkey.com/r/ProgramEvalIntern. The successful candidate will be notified by the end of January 2022.

The point of contact for this position is Ina Robinson (Senior Manager, Programs and Health Equity). Questions can be directed to info@safestates.org. Incomplete applications will not be considered.