

Bright Hope Job Summary

Job Title: Monitoring & Evaluating Internship
Reports To: Director of International Partnerships
Date: Summer 2019
Job Location: Hoffman Estates, Illinois

Bright Hope's Mission and Vision:

Bright Hope is a Christian international relief and development organization dedicated to bringing Hope to those living on less than \$2 a day. We envision a world where under-resourced, local, in-country churches transform their communities and bring Hope to the extreme poor.

Intern Role Summary: Bright Hope is seeking an enthusiastic college student to volunteer part time over the summer on a M&E (monitoring and evaluation) project for our international field work. The role is based in our Hoffman Estates, IL headquarters. It will assist in Bright Hope's efforts to develop a technology-based process to effectively collect and analyze field data. The position is unpaid but may have opportunity to visit one of our international field partners.

The **ideal candidate** has an active, personal relationship with Jesus Christ, affirms Bright Hope's belief statement, and is working towards a college or graduate degree in a field relevant to this project. He/she has strong technology skills; experience in research, data collection, survey development, analytics, or other area where data is collected and analyzed; is able to work collaboratively and independently; and has passion to make a difference in the lives of the extreme poor.

Job Responsibilities:

- Assist Bright Hope in developing online data collection system for monitoring and evaluation (M&E)
- Create survey templates in the online data collection system
- Assist in developing good methods for data storage allowing for easy analysis
- Troubleshoot issues with remote staff on utilizing the tool, both handheld device and surveys
- Collaborate with International Development staff, US and International, on monitoring and evaluation process

Education and Experience:

- Bachelors or master's degree student or recent graduate in community development, data analytics, statistics, social work, community health, sciences, database management, programming, or related field
- Experience in research, data collection, survey development, analytics, or other area where data is collected and analyzed

Demonstrated Competencies:

- Internet and tech savvy, understanding of apps
- Computer skills, including Word and Excel
- Data entry skills
- Critical thinking
- Initiative
- Organization
- Responsibility
- Problem solving
- Teamwork, both collaboratively and independently
- Speaks and writes in English; Spanish a plus

Special Position Requirements:

- Is a follower of Christ, models the Evangelical Christian faith, and affirms Bright Hope's Belief Statement as described here: http://www.brighthope.org/why_brighthope/mission.php
- Resides in or near Hoffman Estates, Illinois
- Passion for helping the extreme poor around the world

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the job's principle elements.

Interested candidates – send cover email, resume, and statement of faith, to human.resources@brighthope.org.