



## Community Evaluation Intern (Contract Position) Job Description

August 2023

**OUR MISSION:** NEW inspires and equips mission-driven people, organizations, and communities to realize their visions of a just and thriving society

**OUR VISION:** Empowered leaders. Flourishing nonprofits. Vibrant communities

**NEW's CORE VALUES:** Because we believe that communities, organizations and people are filled with potential waiting to be unleashed...

**We Honor** the rich diversity of people, experiences and ideas.

**We Invest** in our people, clients, and communities.

**We Seek to Understand** by promoting lifelong learning for ourselves and our clients.

**We Collaborate** by supporting each other as team members and through partnerships.

**We Innovate** by encouraging creativity and finding solutions.

**We Deliver** exceptional service - every time.

### **Purpose of Position**

NEW is deeply committed to centering the perspectives of people who are most impacted by our work in our decision-making as well as our program and budget planning. One tool we use to solicit community input is our annual survey. NEW is seeking an individual to manage the development, implementation, and analysis of the annual community survey process.

### **Organizational Relationships**

This position is supervised and supported by the Chief Strategy and Programs Officer. This position collaborates with team leads across all NEW approach teams as well as NEW's communications team.



## Primary Responsibilities

- Review and update the specific timeline for development, implementation, and analysis of the community survey. Overall, the survey is planned for release in early December with reporting to be completed by March/early April, but the person in this position will fine tune the timing for the project and manage it in line with this timeline.
- Adapt survey questions based on learnings from the previous year as well as feedback from NEW clients, tenants, and program participants. In addition, work with team leads to review questions from the most recent survey and make appropriate modifications based on their input.
- In collaboration with team leads, update the process for aggregating the contact lists and ensuring the information we have is relevant and up to date.
- Craft the communication messages and processes and work with NEW's communications team to get the word out
- Analyze the survey results, both in total and disaggregated by demographic identity as well as by approach team
- Lead the design of the reporting tools for both internal and external audiences.

## Competencies and Experience

- Experience with survey development and administration, including working knowledge of SurveyMonkey or other similar survey tools
- Project management skills and attention to detail
- Ability to work independently and to manage priorities and workflow effectively
- Willingness to ask questions of colleagues to discover relevant information and identify key issues, as well as to recommend potential solutions
- A team player who shows interest in the mission, vision, and values of the entire organization
- Interest in learning about nonprofit operations and the broader sector

Frequently cited statistics note that communities of color, women, and other marginalized groups apply to positions only if they completely meet all qualifications. NEW encourages you to upend those statistics and apply to this position. We excitedly anticipate your application.



## **Compensation and Time Commitment**

The stipend for this work is \$7,000. This is a part-time position with an anticipated requirement of 10-15 hours per week. This position is hybrid, with the flexibility to determine in-office and at-home hours. The work will take place between September 2023 and April 2024. The person in this position will not be expected to work the week of Thanksgiving or between December 18, 2023 and January 5, 2024.

**To apply, please send your cover letter and resume to Carrie Hammerman at [chammerman@new.org](mailto:chammerman@new.org) by end of day Friday, September 15, 2023.**

## **NEW's Statement on Diversity:**

We believe that our mission is most effectively fulfilled through a commitment to inclusiveness and a sense of belonging as core values and practices. We maintain that building and sustaining diversity requires an ongoing commitment to inclusion that must find full expression in our organizational culture, values, norms, and behaviors. We aim to lead by example, viewing and encouraging diversity as a fundamental and abiding strength of NEW, the nonprofit sector in Southeast Michigan and beyond.

NEW strongly values equity and believes in a just and fair society where all can participate, prosper, and reach their full potential. We work towards a more inclusive world and as such we are an equal opportunity employer and do not discriminate against any employee or applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood. NEW is committed to maintaining a diverse and multicultural working environment.