



Princeton
Internships in
Civic
Service

PICS 2010 Internship Description

Organization Name: Jobs for the Future – Research Assistant

Internship Location: Boston, MA

Required Dates: Yes No If yes, internship must start on: June 14, 2009 and end on August 20, 2009 (**projected dates, period may shift a bit**) or must include the period:

Housing Will Be Available to Intern: Yes No If yes, housing will be free: or housing will cost the student:

Expected working schedule for this internship:

Start Time: 9:00am End Time: 5:00pm
Lunch break: 1 hour (duration) N/A (specific time, if applicable)

Additional Information, if necessary: Intern may have to work additional hours if needed.
(Please indicate if any of the preparation work will take place outside of the regular work schedule)

Organization Description

Please describe your organization briefly, including mission statement, activities, size etc. Please also explain the benefit that will be derived by your organization by sponsoring a Princeton intern.

Through research, action, and advocacy, Jobs for the Future develops promising education and labor-market models that enable American families and companies to compete in a global economy. Across the United States, in partnership with foundations and other national nonprofits, JFF improves the educational and workforce pipelines leading from high school to college to family-sustaining careers. Our initiatives take us to 206 communities in 41 states and the District of Columbia.

Internship Description

Describe in detail the work or project the intern will do; please be as specific as possible. Please also explain the benefit that a student will obtain by interning with your organization.

In general, the intern will be expected to perform duties equivalent to a “research assistant” position, including the following:

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12 Stockton Street
Princeton, NJ 08540
609-921-7948, pics@69csf.org, www.69csf.org



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- Conduct primary and secondary research to identify and analyze “best practices” and program models
- Conduct primary and secondary research to identify, analyze and frame relevant policy issues
- Produce analytical and/or practice-oriented written products in specific content areas
- Produce policy briefs and other concise analytical or practice-oriented pieces that distill lessons learned from work
- Develop presentations and present research findings to clients, stakeholders, practitioners and other relevant parties
- Leverage lessons from completed work to benefit ongoing and new work

More specifically, the intern will be asked to develop brief (10-15 pages) analyses of 2 of the projects currently managed by JFF’s Building Economic Opportunity Group—“Breaking Through” and “the National Fund for Workforce Solutions.” These analyses will focus on one or two of the most pressing research questions emerging from JFF’s implementation of these projects, namely: how effective have these projects been in helping their participants to improve their ability to advance in the labor market, and to what extent have these projects served as employment and training-based poverty-reduction strategies.

Answers to these questions are not confined to JFF’s projects, but are sought after and applicable in the broader workforce development field. To the extent that the intern is able, through the research process, deepen his or her understanding of these issues, and propose evidence-based solutions to them, the better positioned the intern will be in his or her policy, research, and/or advocacy careers.

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Intern Qualifications

Describe any particular skills, background, or qualities you are seeking in an intern.

- Academic focus in fields related to social services, poverty reduction, education and training programs and policies, or human capital development strategies; prior work and/or internship experience focusing on these topics strongly preferred; demonstrated interest in these topics required
- Strong research, writing and analytical skills, and experience generating reports, proposals, etc.
- General content knowledge and understanding of JFF mission and approaches
- Ability to work under general direction of manager
- Ability to manage discrete small projects and/or aspects of larger projects effectively
- Ability to represent JFF well with external clients

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