**Evaluation Intern**  
**Position Description**  
**Gray Family Foundation**  
Spring/Summer 2015

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**Status:** Temporary, Part-time, Non-exempt

I. **What we need:**
We need an evaluator, a budding researcher, someone who can help us understand what impact we've had in partnership with the Gray Family Foundation (GFF) grantees. We need someone who can dive deeply into evaluation records, code and quantify information, pull out the really good stories of their good work, and then craft that information and those anecdotes into a compelling narrative that when combined with pictures will inspire and inform our board and stakeholders about the work in which we've invested.

II. **Background**
The Gray Family Foundation, a supporting organization of The Oregon Community Foundation (OCF), seeks an intern to work part-time in the Foundation’s Eugene office and possibly from home. The internship is a hands-on opportunity to learn about models of private philanthropy as well as nonprofit programs. The Gray Family Foundation focuses on Environmental Literacy as a vehicle to creating stronger civic engagement. Our programs areas of interest include: Environmental Literacy, Teacher Professional Development, Outdoor Education for middle school students, and K-12 Geography Education. This evaluation will focus on our Environmental Education Grant Program. You can read more about us at: [www.grayff.org](http://www.grayff.org).

OCF is a statewide public foundation, founded to help Oregonians give back to their communities in a lasting and tangible way. Its mission is “to improve life in Oregon and promote effective philanthropy.” Its endowment of $850 million comprises more than 1,200 named funds established by individuals, families, and other donors. In addition to its grantmaking programs, OCF administers scholarship programs, manages agency endowments, and offers a range of services to donors. OCF also involves more than 1,500 volunteers in its governance, outreach to communities, grant proposal evaluation, development of philanthropy, and other activities.

III. **Potential Projects and Tasks**
- Review grant recipient documents (grant proposals, evaluation plans, evaluation reports)
- Conduct a content analysis of grant recipient documents (grant proposals, evaluation plans, evaluation reports)
- Code and enter data from the content analysis into spreadsheets
- Determine overall trends across the grant recipients
- Interview selected grant recipients
- Summarize findings, including the development of tables and graphs
- Work may include basic office duties, and researching topics of interest to evaluation staff, donors, and staff

This position description reflects management’s assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned.

Updated January 2015
IV. Intern Qualifications
- Strong interest in nonprofit organizations, community foundations, and civic engagement; some work or volunteer experience in nonprofit organizations and evaluation is preferred
- Preferably pursuing a degree in a field related to environmental studies, social sciences, human geography, or nonprofit management
- Outstanding writing, speaking, and analysis skills
- Ability to work independently
- Ability to take direction as well as initiative, ask questions, and follow up with supervising staff
- Must be able to exercise discretion and maintain confidentiality
- Good working knowledge of Microsoft Windows environment, Word, Excel, and databases; ability to learn quickly to use foundation database software
- Strong organizational skills – detail-oriented, accurate; ability to prioritize and manage several tasks efficiently and effectively within deadlines

V. Supervision
Intern will work in coordination with the Gray Family Foundation staff, and with staff in the Eugene offices of The Oregon Community Foundation, and the GFF’s evaluation contract staff.

VI. Hours and Pay
Intern will work in coordination with the GFF staff and evaluation contract staff (off site) and be supervised by the Portland-based GFF Program Officer.

- Hourly wage of $13-19 per hour depending on experience
- Between 10 and 19 hours per week
- Schedule to be determined; completed during regular business hours: 8:30 a.m.-4:30 p.m.
- Maximum: 350 hours between late May/early June – early December 2015

Owing to the limited weekly hours and duration of this part-time position, it does not include health care, retirement and other benefits.

VII. Application Instructions
If interested, please email a cover letter and resume to: grants@grayff.org with “Application for GFF Internship” in the subject line.

Application Closing Date: April 15th, 2015
No phone calls please.