



Social Innovation Fund (SIF) Intern Position Descriptions **Data Analyst Intern · Communications Intern**

ABOUT THE AGENCY:

The Corporation for National and Community Service is a federal agency that engages more than five million Americans in service through its Senior Corps, AmeriCorps, and Learn and Serve America programs, and leads President Obama's national call to service initiative, United We Serve. For more information, visit NationalService.gov.

The Social Innovation Fund (SIF), a key White House initiative and program of the Corporation for National and Community Service (CNCS), combines public and private resources to grow promising community-based solutions that have evidence of results in any of three priority areas: economic opportunity, healthy futures, and youth development.

The SIF makes grants to experienced grantmaking “intermediaries” that are well-positioned within communities to identify the most promising programs and guide them towards greater impact and stronger evidence of success. These grants range from \$1-10 million annually for up to five years. The intermediaries then match the federal funds dollar-for-dollar and hold open competitions to identify the most promising nonprofit organizations working in low-income communities that have evidence of compelling results. Once selected, these nonprofits must also match the funds they receive, and participate in rigorous evaluations of the impact of their programs.

In addition to funding, Social Innovation Fund grantees receive significant technical assistance from CNCS to support implementation of their innovative programs. Participation in the Social Innovation Fund gives grantmakers greater visibility and plugs them into a national network of funders and nonprofits that are committed to fostering social innovation to improve lives in low-income communities throughout the U.S.

The Social Innovation Intern would:

Assist the SIF Director and Program Officers in guiding strategic development, grantee engagement, and program implementation, through fulfillment of the following duties:

Data Analyst Intern:

- Refining a database (network of linked Excel workbooks) for monitoring, compiling and analyzing grantee performance measurement data Interpreting aggregated data using pivot tables;

- Compiling and mapping qualitative data for the SIF Knowledge Initiative and identifying creative and relevant opportunities for information dissemination;
- Assisting Program Officers with budget tracking and other data management matters;
- Supporting the Director and Program Officers in their various duties and assignments as necessary, including preparing for grantee meetings, webinars and conference calls, and preparing data, analysis, and diagrams to be used in reports for: senior leadership within CNCS; SIF staff; SIF grantees and subgrantees; and the broader social innovation community and public.

Communications Interns (may be able to work remotely):

- Draft, edit or enhance SIF blog posts, articles, fact sheets, newsletters and web content.
- Help with outreach to nonprofits and external partners.
- Attend events on behalf of the SIF, or for professional development opportunities
- Assist with special event planning and organization
- Contribute and help maintain/enhance social media and web presence
- Perform project-specific marketing and communications outreach
- Support design and execution of the SIF's social media strategy, including co-managing the editorial calendar, drafting tweets, testing and suggesting new communications tools, etc.
- Assist in research, writing and editing for the SIF Knowledge Initiative and identifying creative and relevant opportunities for information dissemination.
- Support SIF staff in their various duties and assignments as necessary, including preparing for grantee meetings, webinars and conference calls, and preparing data, analysis, and diagrams to be used in reports for various internal and external stakeholders.
- Maintains high awareness of broader issues and dynamics relating to the nonprofit sector and social innovation.
- Produces high-quality written materials for a variety of audiences both internal and external, including management updates, issue briefs, talking points and presentations.

Qualifications and Traits:

- Creativity and a strong commitment to service and the mission of the agency.
- Interest and experience in the social sector.
- Experience in communications, public relations,
- Experience working in in a professional setting, and in teams.
- Excellent communication and writing skills, organizational skills, analytical skills, and basic computer skills (e.g., at least facility with MS Office Applications).
- The ability to take initiative and follow directions, and to execute and work against a deadline
- High School Graduate or General Equivalency Degree.

Additional Internship Responsibilities:

1. Meet weekly with supervisor(s) to check-in, reflect on program, and create strategies to accomplish goals. Share observations, insights and questions.
2. Present information to supervisor and project lead for feedback. Work on additional projects, review with project leads.
3. Complete evaluation of the intern experience; meet with supervisor(s) for feedback.

Logistics:

- Full-time availability is preferred but part-time internships are available, at a minimum of 12 hours per week.
- Internships are available during fall and spring semesters, as well as during the summer
- This is an unpaid internship but interns may be eligible for a commuter benefit.

This is an unpaid internship at the Corporation for National & Community Service. Course credit may be arranged with interns' institution. Please send your resume and a cover letter to Denise Giles Yeager, Intern Program Coordinator, dyeager@cns.gov. Be sure to specify either data analyst internship or communications internship.