



Intern – Impact Evaluation 2019

Position Announcement | **Intern – Impact Evaluation**

POSITION DESCRIPTION

Main Street Launch is a small business lender and business development organization seeking an Intern – Impact Evaluation. Reporting to the Vice President – Marketing & Executive Projects, the role supports both the organization's impact evaluation and data activities. This position helps to evaluate if we are achieving our mission by evaluating our clients' business performance. Main Street Launch is a Community Development Financial Institution (CDFI) based in Oakland, CA that has provided business advisory services and loan capital in the Bay Area since 1979.

Position Responsibilities:

Responsible for supporting the organization with process improvements, maintenance of business performance data, and supporting impact evaluation. In addition:

Impact Evaluation

- Conduct outreach primarily by phone and secondarily by email and mail to collect our annual survey and business documentation.
- Enter and track data from both surveys and supplemental materials and from loan files into Salesforce.
- Review and assess the organization's dataset to identify evaluation questions and readiness of data for evaluation.
- Conduct trend analyses and produce reports about the quality of the data, supplemental data required to conduct longitudinal reviews, and identifiable trends in the existing dataset.
- Other tasks as assigned.

BENEFITS

This is an excellent opportunity for a motivated recent graduate with strong analytical skills who wants to learn how Community Development Financial Institutions work by participating in key initiatives of a rapidly growing organization.

- Learn and apply skills to work in the field of small business finance, with an innovative and established CDFI that is empowering entrepreneurs.
- Learn and apply skills in impact evaluation and resource development, including data collection and analysis.
- Gain valuable knowledge about small business lending and business support services, and will be instrumental in furthering the mission of Main Street Launch.
- Build organizational capacity by contributing to systems that allow us to share impact information with funders and the public.

QUALIFICATIONS

- Passion for economic development and empowering entrepreneurs, *required*.
- Undergraduate or Graduate student with demonstrated research and analysis skills.
- Experience in any of the following is a plus: economic development, community development, small and/or micro business development, and/or program evaluation.



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KNOWLEDGE, SKILLS, AND ABILITIES

- Software proficiency including Microsoft Word, PowerPoint, and Excel.
- Adept at learning to use new software; very comfortable with technology.
- Excellent verbal and written communication skills.
- Superb attention to detail.
- Strong time management ability.
- Self-starter who can work with minimal supervision and be comfortable in an evolving nonprofit environment.
- Ability to work with diverse groups, especially small business owners.
- Comfortable meeting deadlines in a fast-paced setting.
- Experience using Salesforce (an online CRM system) is a plus.
- Second language proficiency (English/Spanish, English/Cantonese, English/Mandarin, or English/Vietnamese) is strongly desired.

ENVIRONMENTAL CONDITIONS

The work environment characteristics and physical effort described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typically works in an office with adequate lighting and ventilation and normal range of temperature and noise level. Work assignments are diversified and may cause stress in meeting tight deadlines with scheduling requirements. The physical requirements of the job are for employees to talk, hear, bend/stoop, sitting, standing, and/or walking for up to 8 hours per day. Furthermore, the job requires employees to lift/carry/push or pull up to 15 pounds with or without assistance.

ABOUT US

Since 1979 we have empowered small business owners in the Bay Area, beginning in Oakland and expanding to serve San Francisco and veteran-owned businesses in California. Through our core services we help small businesses expand in size, increase their profits, and reach their goals. We are honored to work with successful, innovative, and community-oriented entrepreneurs. We believe in the power of entrepreneurship to transform lives and communities. In the last 10 years we closed 742 loans that totaled more than \$63.3 million. Our clients have created thousands of new jobs. Our vision is to empower small business owners to succeed, transforming their lives and helping our communities thrive.

MAIN STREET LAUNCH SUPPORT

Main Street Launch will endeavor to provide the intern with outside opportunities as they arise to learn more about the organization and the field, including networking and meeting with other organizations in the field.

DURATION AND TIMING

This position will be structured as a full-time, paid three month fellowship. Compensation will be between \$16-18/per hour, depending on experience. The internship may be extended up to three additional months by mutual agreement. Ideally, this role will begin sometime in January 2019.



MAIN STREET LAUNCH

LOCATION AND HOURS

Monday-Friday, 9 AM to 5:30 PM, at Main Street Launch's office in Downtown Oakland.

How to Apply:

Qualified candidates must submit a resume and cover letter highlighting their relevant experience to careers@mainstreetlaunch.org with "Intern – Impact Evaluation" in the email subject line.

Main Street Launch will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance.