

Intern Organizational Effectiveness, Evaluation and Survey Research

The Organization

The Commonwealth Fund — among the first private foundations started by a woman philanthropist, Anna M. Harkness — was established in 1918 with the broad charge to enhance the common good. Today, the mission of The Commonwealth Fund is to promote a high-performing health care system that achieves better access, improved quality, and greater efficiency, particularly for society’s most vulnerable, including low-income people, the uninsured, and people of color. The Fund carries out this mandate by supporting independent research on health care issues and making grants to improve health care practice and policy.

Our Values and Commitment to Equity

The Commonwealth Fund envisions a health care system that values and benefits all people equally — one that combats racism and pursues equity, in treatment and outcomes as well as in leadership and decision-making. We believe this requires an alliance of people and institutions across society working together to recognize and value the lived experience of all individuals; ensure the delivery of compassionate, affordable, quality health care; and strive for equitable outcomes for all.

We aspire to racial equity, diversity, and inclusion in how we work. We place great value on the varied backgrounds and experiences our staff bring to our organization and encourage employees to bring their full selves to the workplace. We look for talented, nimble, empathetic, and supportive team players who are ready to roll up their sleeves, create impactful change, and celebrate accomplishments.

General Position Description

The intern will provide support related to foundation assessment and report to the Vice President for Organizational Effectiveness, Evaluation and Survey Research, who leads the Fund’s organizational performance and program impact assessment activities.

Specific Responsibilities

Specific responsibilities for this internship include:

- Help manage and analyze data to assess organizational effectiveness and foundation impact.
- Design, administer and analyze staff experience surveys.
- Use various tools and data sources (Altmetric, media scans, policy document reviews), and compile examples of how the foundation’s work has contributed to policy and practice change.
- Aggregate qualitative and quantitative data and create data visualizations for different audiences.
- Draft blogs, progress reports, and PowerPoint charts that summarize findings related to organizational effectiveness and the impact of the Fund’s work.

Core Competencies & Qualifications

The Intern position requires demonstrated skills and experience in the following areas:

- Advanced skills in Excel, PowerPoint, and Power BI.
- Skilled project manager and strong organizational skills — must be able to keep track of multiple streams of work in an organized manner.
- Strong data visualization skills.
- Excellent writing skills.
- A self-starter and a collaborative team player.

The ideal candidate for this Intern position would be a second-year student in an MPA, MPP, or MPH program with experience or knowledge in evaluation and impact assessment.

The Fund has a relatively small staff, so judgment, integrity, and the ability to listen with sensitivity to others are traits that are particularly important in an organization of the Fund's size, where teamwork is essential to effectiveness. The ability to work collegially with a variety of Fund staff and interest in and strong commitment to the Fund's mission and grants programs are key qualifications.

Location and Time

This internship is based in our New York City location. The internship is anticipated to be 15 to 20 hours per week starting in September 2023. It will run through July 2024, although the end date is flexible.

Stipend

The intern will receive a stipend of \$28 per hour.

Apply using this link: [Intern, Organizational Effectiveness, Evaluation and Survey Research](#)

Employment at the Commonwealth Fund is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual preference, gender identity or expression, age, national origin, marital status, citizenship, medical condition, disability, or any other protected characteristic as established by law.