



Internship Opportunity

Position Title: Program Data Internship

Supervisor: Director of Programs

Hours: Hours are flexible, can be remote work with occasional meetings at organization.

Salary: Unpaid

The Children's Cancer Association (CCA) is looking for a Program Data intern to assist with data analysis and reporting on its award winning Chemo Pal Mentor program.

The Chemo Pal mentor program gives kids a caring, trusted, adult friend to look forward to during treatments, and someone in their corner when they need it most. Our mentors play games, listen to music, share hobbies, or simply offer the comfort of companionship, relieving the anxiety, loneliness and isolation experienced by children in treatment. A Chemo Pal mentor can also give parents a much-needed break to grab a cup of coffee, talk with doctors, or spend time with their other children.

Each year, CCA delivers the joy of friendship to approximately 240 Pacific Northwest children and teens. CCA Chemo Pal mentors are carefully screened, trained, and thoughtfully matched with families, including those with bilingual needs. Chemo Pal mentors and kids spend about 4 hours per month together, both in hospital and out in the community enjoying activities like sporting events, concerts, and craft and gaming nights. The average match lasts 12 months, or for the duration of a child's treatment. CCA provides ongoing support and education for our front-line volunteers.

Role & Responsibilities: This internship will require the analysis of matching pre-post surveys for multiple stakeholder and building of reporting for program improvement and external communication. We currently have implemented new pre and post surveys for mentors and parents to provide feedback on the program. In addition, we track other key program quality metrics such as mentor engagement.

This position will have the opportunity to develop the analysis of this data, build the structure for us to continue to input and analyze data as it comes in, and develop a reporting template to show how well we are performing compared to program quality goals.

Benefits: Interns will gain real-world application of statistical analysis training, get to interact with the team implementing the program to see action from data, and design reporting templates. Additional opportunities at organization with program assessment may be available based on interest and availability. Supervisor can provide professional reference for intern once the internship is complete.

Qualifications: The ideal candidate will have previous experience or coursework training in survey methodology, statistical analysis, and familiarity/comfort with excel. Must have strong statistical, written, and word processing skills. Must be able to operate semi-independently and carry out a variety of data analysis tasks with limited supervision. Must be organized, efficient, and work well with a variety of staff in a casual yet professional work environment. Must be comfortable in an environment that supports seriously ill children, although the intern will not be expected to provide this support. Must be able to maintain confidentiality of data.

Requirements: While performing the duties of this position, the intern may be required to stand, walk, sit, and lift. Occasionally, the intern may be required to lift and/or move up to 25lbs. The noise level in the work place is moderate. This work can also be done in remote.

General Information: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position.

To apply, please submit a resume and cover letter explaining your skills and training relevant to this position to Nicole Stencel, Administrative Program Support, nstencel@joyrx.org.

For more information about Children's Cancer Association, please visit www.JoyRx.org.

The position will remain open until a qualified candidate is identified.

Children's Cancer Association is an Equal Opportunity Employer.