

JOB DESCRIPTION

TITLE:	TACOMA URBAN NETWORK INTERN
JOB SUMMARY:	Assist the Tacoma Urban Network in the operation of their three primary initiatives: Outcomes Initiative, Program Pierce County Juvenile Court and the Impact of Witnessing Domestic Violence on Children Initiative.
JOB DUTIES:	Based on area of interest: Outcome Initiative: Learn the basic concepts of outcome-based evaluation conducted in Pierce County. Assist in providing technical assistance, coaching and support to non-profit agencies in outcome-based evaluation. Enter outcome data and conduct analysis of data for Pierce County Funders. Program Review Pierce County Juvenile Court: Learn the basic concepts of using outcome evaluation to improve program services. Assist in data entry, analysis and presentation to the TUN Board and PC Juvenile Court Administration. Impact of Witnessing Domestic Violence on Children: Learn the underlying mechanisms and policies that impact our community's response to children witnessing domestic violence. Conduct interviews with key stakeholders regarding this issue. Organize data into user-friendly formats. Work with Executive Director to disseminate findings to the community.
TRAINING, EDUCATION, EXPERIENCE:	Currently working toward a Bachelor's Degree relevant to the work of the Tacoma Urban Network.
PERSONAL TRAITS:	Able to work well on own with instructions. Willing to work with others in a team environment.
REQUIREMENTS:	Must have reliable transportation. Experience with Microsoft Word, Excel and Access. Must submit to a background check.
JOB RELATIONSHIPS:	Supervised by the Executive Director, Tacoma Urban Network. Responsible to the Volunteer Services Manager.
TIME COMMITMENT:	Minimum of 20 hours per month for four months during regular office hours (Monday-Friday, 8:00 a.m. to 5:00 p.m.)

“Our mission is to promote long-term changes in how social services are provided to Tacoma’s children and youth; to improve the quality, coordination and success rates of services.