



**Position Title:** Program Evaluation Intern  
**Application Deadline:** June 16, 2018

**Reporting to:**  
President and National Program Coordinator

**Location:**  
720 Bathurst St. Toronto ON and/or other work space of applicant's choosing to be agreed in advance\*

\*50% of the Intern's time will be spent working in-office/on location and 50% in a "flex-time" arrangement from a location of their choice.

**Status:** Seasonal

**Pay Range:** \$14.50/hour for a total of 240 hrs

**Position Summary:**  
A part-time seasonal (summer) position working with the MusicBox Children's Charity providing support to the National Board and the local chapters by developing metrics and tools to enable the Charity to evaluate programming delivery and effectiveness

**Hours**  
30 hours a week for 8 weeks or 24 hours a week for 10 weeks

**Responsibilities**

- Support the Charity's program evaluation functions
- Collecting and evaluating data related to the delivery of MusicBox programs and participants
- Designing surveys and studies to streamline data collection
- Develop metrics for and conduct data evaluation
- Applying results to assist in the development of curricula and music education programming
- Work with the National Board on targeted projects

**Qualifications:**

**Student** of Health Sciences/ Medicine; STEM, combined with some or all types of experiences listed below.

- Past experience in not-for profit organization
- Past experience in research and evaluation
- Past experience in data collection and analyzing
- Past experience in university student clubs / student governance
- Past experience working with vulnerable communities is an asset

### **Skills and Abilities**

- Excellent verbal and written communication skills
- Excellent project management and organizational skills
- Ability to self-motivate and work well in a team as well as independently
- Solid problem-solving and analytical skills
- Solid interpersonal skills
- Ability to use remote collaboration tools or willingness to learn

All interested applicants are encouraged to apply. Applicants need not be current MusicBox volunteers. Special consideration will be made for persons who identify with an underrepresented group, persons with disabilities, visible minorities, recent immigrants or refugees, and persons from vulnerable communities.

MusicBox Children's Charity is committed to diversity and the values set out in the Charter.

To apply please submit your resume and cover letter to [info@musicboxcc.com](mailto:info@musicboxcc.com) by **June 16, 2018** to be considered for the position.