



Evaluation and Learning Internship

FLSA Classification: Non-Exempt

Reports to: Director of Evaluation and Learning

Hourly Range: \$18.00 - \$24.00

To apply, please visit: <https://www.healthymatsu.org/employment>

Application Deadline: Open until filled, with a first review of applicants on May 12th.

JOB DESCRIPTION

About the Foundation

Mat-Su Health Foundation (MSHF) is the official business name of Valley Hospital Association, Inc., which owns Mat-Su Regional Medical Center (MSRMC) in joint venture with Community Health Systems, Inc. (CHS). In this capacity, MSHF board members and representatives actively participate in the governance of Mat-Su's community hospital to protect the community's interest in this important healthcare institution.

Apart from its role as a community hospital co-owner, MSHF is also a grant-making philanthropy organization. Grounded in organizational values of prevention, access, wellness, fairness, equity, and collaboration, the MSHF mission is to improve the health and wellness of Alaskans living in the Mat-Su. Through grantmaking, convening of local partners, research and policy change, the Foundation's work has resulted in significant improvements in systems that support the health of Mat-Su residents in areas such as behavioral health, child welfare, crisis response, community connections, workforce development, transportation, housing, and senior services.

Position Summary

The Evaluation & Learning Intern will play a key role in supporting the Evaluation & Learning (E&L) team's efforts to strengthen data-driven learning across the organization and in the community. This internship will focus on several primary functions to assist the E&L team: supporting data collection, creating charts and data visualizations, creating reports of community data, maintaining a community health data dashboard. Additionally, the intern will have the opportunity to engage in broader cross departmental evaluation and learning activities.

Essential Duties & Responsibilities

Departmental Support

- Works closely with the E&L team to support the Community Health Needs Assessment, including the following:
 - Schedules focus groups and intercept surveys.
 - Supports data collection, e.g., focus groups, intercept surveys, secondary data.
 - Helps to coordinate and prepare for steering committee meetings.
 - Helps to review and edit the final CHNA report.
- Supports Evaluation and Learning efforts as assigned, including the following:
 - Builds surveys and monitors data collection.
 - Attends meetings for program evaluations and assessments.
 - Records accurate notes for various internal and external meetings.
 - Builds data visualizations as necessary.



- Supports requests for community and population health data.

Data Entry and System Support

- Learns the mySidewalk platform and develops skills to curate data and build reports and dashboards.
- Supports the creation of reports and dashboards in mySidewalk.
- Supports uploading Mat-Su specific data to mySidewalk.
- Gathers input from internal and external stakeholders and updates the dashboard, as necessary.

Other Duties

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Competencies

- Strong written and verbal communication skills for interacting with stakeholders, taking meeting notes, and contributing to reports.
- Comfort working with datasets and interest in building skills in data visualization and analysis tools.
- Ability to ensure data accuracy and produce high-quality work with minimal errors.
- Willingness to learn new software (e.g., mySidewalk) and respond to feedback.
- Ability to schedule meetings, manage multiple tasks simultaneously, and meet deadlines.

Education & Experience

- Currently enrolled in or recently graduated from an undergraduate or graduate program in a relevant field such as Public Health, Health Sciences, Healthcare Informatics, Social Sciences, Social Work, Public Policy, Nonprofit Management, or a related area.
- Experience with Microsoft Office Suite, especially Excel (required); experience with Canva and data visualization tools
- Previous coursework or internship experience in research, evaluation, data analysis, community engagement, or project coordination is preferred.
- Familiarity with survey design, focus groups, or basic evaluation methods is an asset but not required.

Work Location: Wasilla, Alaska

Work Environment: This position will be working in a typical office environment with moderate temperature and equipment noise.

Physical Demands: This position will be spending considerable time at a desk using a computer terminal.

EEO Statement: Mat-Su Health Foundation is an equal employment opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.