Research Intern
Start date: September 2021

NCGS PURPOSE
The National Coalition of Girls’ Schools (NCGS) is the leading advocate for girls’ schools, connecting and collaborating globally with individuals, schools, and organizations dedicated to educating and empowering girls.

Position Overview:
NCGS seeks an energetic and self-motivated part-time intern for 10-12 hours per week to support and assist the NCGS team and the work of the Coalition. Reporting to the Director of Research Initiatives & Programs, this person is considered a vital member of the NCGS team.

Focus areas include research database management, member research requests, support of the Global Action Research Collaborative, event support, and data compilation. This position is ideal for someone interested in the non-profit and/or education sectors.

Primary Responsibilities:

- Manage database of research reports and articles for NCGS:
  - Weekly research to add new and relevant studies to database
  - Evaluate resources to ensure broad scope coverage of topics central to NCGS mission and support of the work of all-girls schools
- Assist with compilation of research facts for NCGS’s Coalition Connection newsletter
- Support the work of member school research requests and school surveys
- Support the Global Action Research Collaborative on Girls’ Education – a research initiative with girls’ schools around the world
- Attend monthly meetings with fellow NCGS interns
- Participate in the NCGS Virtual Educating Girls Symposium (October 25 & 26, 2021) and the Global Forum on Girls’ Education® III in Boston, MA (June 27-29, 2022). Note: travel, accommodations, and meal expenses for the Global Forum will be covered by NCGS.

Additional Duties May Include:

- Data entry
• Research projects
• Various administrative tasks, including creating email lists, gathering and confirming contact information, scheduling, and updating website resources
• Event and meeting support with material preparation, RSVP tracking, event attendance, etc.
• Other duties as assigned

Qualifications and Requirements:

• Undergraduate or graduate student
• Graduate of an all-girls primary/secondary school and/or women’s college a plus
• Passionate about the work of advancing girls’ education and empowerment
• Intermediate to advanced Microsoft Office suite skills (Word, Excel, PowerPoint)
• Experience with Canva, Survey Monkey, and WordPress a plus
• Detail-oriented with excellent oral and written communication skills
• Self-starter willing to work independently
• Ability to make a commitment of two consecutive semesters (i.e. September-December 2021 and January-June 2022); longer commitment preferred
• Access to work from your own computer and internet connection*

*NCGS is a virtual office (hours are 8:30 a.m. to 5:00 p.m. Eastern Time (US/Canada)) with five team members located in Charlottesville, VA; Chicago, IL; Richmond, VA; and Simsbury, CT. All one-on-one and team meetings are held via Zoom. NCGS intern applicants may reside and work from anywhere in North America and will work remotely in a virtual office environment.

Compensation: performance-based honorarium provided on a semesterly basis

To Apply:

Candidates should submit electronically a cover letter expressing interest in and qualifications for the role and a current resume to Jean Baker, Manager of Membership & Outreach, at jbaker@ncgs.org.

The deadline for application submissions is Friday, September 3, 2021.

Interested individuals are encouraged to visit the NCGS website, www.ncgs.org.