



MusicWorks Evaluation Intern, Paid

FriendshipWorks' mission is to reduce social isolation, enhance quality of life and preserve the dignity of elders in Boston and Brookline. We accomplish this mission by recruiting and training volunteers of all ages, faiths, and backgrounds who provide friendship, advocacy, education, assistance, and emotional support to isolated older adults.

FriendshipWorks operates six programs throughout Greater Boston. One of the cornerstones of our work is our Friendly Visiting program, a program that connects elders one-on-one in their homes with volunteers who provide company, friendship, and support. Friendly visiting matching is provided in all of Boston's neighborhoods, Brookline, Newton and soon Cambridge and Somerville. Matches are made in both English and Spanish. Other programs include Medical Escort, Friendly Helping, and three programs that foster connection in congregate settings - PetPals, MusicWorks and Relaxing through the Arts.

MusicWorks currently operates in 12 elder buildings in Jamaica Plain and Roxbury, with an average of about 160 elders attending classes each month. The goal of the program is to reduce social isolation and create community among elders through the shared experience of music and music-related activities.

SUMMARY DESCRIPTION:

We are looking for an evaluation intern to support our organization in analyzing the attendance data of our MusicWorks program. This work involves exporting data from Salesforce into Excel and analyzing the data, looking for trends and other insights. Training can be provided for those data savvy individuals who are less familiar with Salesforce.

The hourly rate for the position is \$20/hour. This position is budgeted for 20-30 hours per month through the end of January. The schedule is flexible. We also welcome applications from students receiving work study or practicum/school credit.

If there is interest and a fit, there may be the possibility of increasing the hours and/or continuing past January 2024 to assist a consultant with the logistics and qualitative evaluation of our MusicWorks program. This work is to be determined but could include assisting with logistics of setting up focus groups and interviews, focus group note taking, follow up with participants, and even facilitation.

Duties may include:

- Collect, clean, and organize data from our MusicWorks program's Salesforce platform.
- Manipulate and analyze exported data using Microsoft Excel.
- Communicate results and trends to MusicWorks Manager and Director of Programs.

Qualifications:

- Experience with databases and data manipulation
- Strong quantitative data analysis skills
- Proficiency in data analysis tools such as Excel
- Excellent analytical and problem-solving skills with a keen attention to detail.
- Ability to work independently and meet project deadlines.
- Strong communication skills, with the ability to present complex data in a clear and concise manner
- Familiarity with Salesforce preferred
- Strong qualitative data analysis skills preferred

To apply for this position, please submit your resume and a cover letter that details any experience or knowledge of data analysis, and your availability.

Applications can be sent to jobs@fw4elders.org. Please be sure to put **MusicWorks Evaluation Intern** in the subject line and indicate your general availability in your letter. No phone calls please.

FriendshipWorks strives to create a diverse and inclusive culture where everyone feels welcome and supported. FriendshipWorks provides equal employment opportunities without regard to race, color, national origin, religion or creed, gender, sexual orientation, marital status, age, veteran status, disability or any other legally protected status recognized by federal, state or local law with respect to employment opportunities. Individuals from underrepresented groups are especially encouraged to apply.