



JOB DESCRIPTION

Position Title: **Citi Microenterprise Researchers Program Intern**
Program/Department: Economic Opportunities Program (EOP)
Position Location: Washington, DC
Reports To: Program Manager, MicroTest
FLSA Status: Non-Exempt
Dates: May 21 – August 15, 2008 (if available, intern may start earlier)

Economic Opportunities Program

The Economic Opportunities Program helps the people who help the poor escape poverty. EOP provides practical tools, training and information to organizations that help low-income individuals start a business, find a better job and build wealth. EOP facilitates participatory learning using applied research to stimulate dialogue and action among funders, policymakers and non-profit and community leaders. EOP comprises three programs: the Workforce Strategies Initiative (WSI) identifies and advances strategies that help low-income Americans gain ground in today's labor market; the Microenterprise Fund for Innovation, Effectiveness, Learning and Dissemination's (FIELD) mission is to identify, develop and disseminate best practices, and to broadly educate policymakers, funders and others about microenterprise as an anti-poverty intervention; the Access to Capital and Credit project is engaged in research efforts aimed at helping low-income individuals and communities gain access to mainstream financial services, including financial education and support, savings products, investment opportunities and the purchase and maintenance of assets.

Project:

The Citi Microenterprise Researchers Program is a 12-week internship program that has two purposes:

- To assist U.S. microenterprise practitioners to collect high-quality client outcomes data, and
- To expose 20 graduate students to the domestic microenterprise field.

More information on this project in on the FIELD website (www.fieldus.org) under MicroTest projects.

Basic Function

The Citi Microenterprise Researchers Program Intern will offer programmatic and administrative support for the Citi Microenterprise Researchers Program, including communications, meeting logistics, data cleaning and other duties as needed.

Essential Duties and Responsibilities

- Assist in meeting preparations for two meetings in the Aspen Institute DC offices for the 20 researchers and MicroTest staff
- Support the data collection at the local sites, including (potentially) assisting in tool development, interviewing clients, and referring technical questions to the appropriate person
- Assist with periodic check-in calls and group phone meetings, as needed
- Assist with data cleaning and program report generation, as needed
- Assist with background research and support, including compilation of site questions and recommendations for program improvement
- Assist with other duties, as needed.

Principal Interactions

Works with MicroTest Program Manager, Research Associate and other members of the MicroTest team. Routinely interacts with the Citi Microenterprise Researchers, representatives at their host organizations and Aspen staff as needed.

Knowledge, Education and Experience

- Graduate student in relevant field (e.g. any of the social sciences, public policy, administration, planning, business administration, or related fields)

- Strong interest in U.S. microenterprise and an interest in pursuing a career that addresses domestic poverty; demonstrated work and/or volunteer experience preferred
- Demonstrated experience in and/or coursework in research methods, especially field interviews
- Excellent communication skills and telephone etiquette; strong written communication skills, including ability to compose accurate routine correspondence
- Outstanding organizational skills, with emphasis on time-management, attention to detail and the ability to plan, organize and carry out multiple activities; previous meeting planning experience desirable
- Knowledge of and adherence to professional ethics
- Excellent computer skills including Word, Excel, Outlook, PowerPoint , database skills
- Ability to work both autonomously and as part of a close-knit team

Level of Authority

- Non-supervisory position
- No budgetary authority

Travel

- Not required

Core Values Skills (CVS)

- Team player
- Dependability
- Initiative and responsiveness
- Professionalism

Physical Requirements & Work Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to stand, walk, sit, reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move 10 – 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually moderate.

The Aspen Institute

The Aspen Institute is an international non-profit organization founded in 1950. Its mission is to foster enlightened leadership, the appreciation of timeless ideas and values, and open-minded dialogue on contemporary issues. Through seminars, policy programs, conferences and leadership development initiatives, the institute and its international partners seek to promote the pursuit of common ground and deeper understanding in a nonpartisan and nonideological setting. The Institute is headquartered in Washington, DC, and has campuses in Aspen, Colorado, and on the Wye River on Maryland's Eastern Shore. Its international network includes partner Aspen Institutes in Berlin, Rome, Lyon and Tokyo, and leadership programs in Africa and Central America. To learn more about the Institute, visit www.aspeninstitute.org.

To Apply:

E-mail (preferred) or fax cover letter and resume to:

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