Join our growing team of global health volunteers!

Change the lives of women and children, and change your own life as well!

**Volunteer Position: Monitor and Evaluation Support intern**

**Term:** 3-12 Months

**Location:** CMMB Headquarters Office,

100 Wall Street, 9th Floor, New York City, NY 10005 USA

**Benefits & Conditions:**

- College/university credit available

- Unpaid

- Transportation Allowance (conditions apply)

- Part-time, Flexible schedules

- Office hours: Monday – Friday 9am – 5pm EST

**Program Description**

CMMB – Healthier Lives Worldwide is an international, faith-based NGO providing long-term, co-operative, medical and development aid to communities affected by poverty and unequal access to healthcare.

For over a century, we have worked to strengthen and support communities through healthcare programs and initiatives, the distribution of medicines and medical supplies, and the placement of volunteers.

CMMB’s Volunteer Program facilitates year-round opportunities for students and professionals to serve in our New York City office where they contribute to vital operational and programmatic projects in support of our global health initiatives. We have worked with thousands of interns and volunteers who help to develop and implement community health interventions, conduct research, develop communications content and build our donor base, and provide critical administrative support to the diverse teams in our offices. The goal of CMMB's Volunteer Program is to support our New York departments, country teams and local partners by finding meaningful placements for interns and volunteers who are committed to supporting a pattern of sustainable development. In addition, our International Volunteer Program addresses the critical need for professionals in South Sudan, Zambia, Kenya, Peru, and Haiti in areas that lack sufficient resources for quality preventive and curative health services, especially for women and children.

**Position Summary**

The M&E Intern will learn the essentials of monitoring and evaluation systems within international nonprofits, while developing their data collection, aggregation, analysis, visualization, and reporting skills. Reporting to the Monitoring & Evaluation Manager, the volunteer will contribute to the continual refinement and improvement of CMMB’s M&E system and prepare valuable materials for the enhancement of organizational data use, supporting CMMB’s ability to assess programmatic outcomes and impact.

**General Duties and Responsibilities**

* Works with M&E senior staff to develop M&E plans, implement baseline assessments and create logframes for proposal development
* Conducts data analysis as needed for project reports
* Conducts research and develops learning documents on CMMB project implementation
* Supports M&E Manager in development and implementation of M&E systems and policies
* Assists in creation and revision of data collection tools
* Participate in data management, such as data cleaning, creation of databases, etc
* Support in the development of data visualizations for program management and communications materials, such as graphs, charts, and maps
* Supports in review of project reports and supports teams to track program progress toward CMMB global indicators
* Writes blog pieces on data trends and health outcomes to contribute to ongoing data demand and use at CMMB
* Supports the Volunteer Program in capturing key activities of clinical and non-clinical volunteers in the field and at HQ
* Other duties as assigned

**Required Skills/Experience**

* Bachelor’s degree/ currently pursuing a Master’s degree
* Experience in or desire to learn M & E processes
* Strong written and verbal communication skills
* Ability to work collaboratively and professionally while navigating cultural and language barriers
* Ability to be flexible and prioritize projects and tasks effectively
* Self-starter; independent, takes initiative to solve problems
* Highly organized and detail-oriented
* Strong interpersonal skills and customer service expertise
* Proficiency in Word, Excel, and other Microsoft Office tools
* Knowledge of data analysis (SPSS, STATA, etc.) and data visualization tools (TABLEAU, ARCGIS etc) preferred
* Statistical knowledge preferred
* Familiarity and interest in global health issues, especially maternal and child health preferred
* Commitment to CMMB’s mission, vision and values

**To Apply:** Submit an application online at [www.cmmb.org/volunteer](http://www.cmmb.org/volunteer)

**Contact :** Email : [volunteer@cmmb.org](mailto:volunteer@cmmb.org) Phone : 212-242-7757