



Pillar Consulting, LLC seeks a fall intern to provide general administrative and research services for overall efficient operations of its services (approximately 4-5 hours/week).

Background: Pillar specializes in qualitative inquiry and program evaluation for non-profit organizations, colleges and universities, and foundations. Our areas of expertise span national and international efforts including: public health, child literacy, higher education, breast cancer, nursing, health care, and health disparities. Working closely with clients and stakeholders, we strive to develop evaluations that carefully balance methodological rigor and organizational capacity. From logic model creation to the development of evaluation planning tools (survey metrics, project timelines, logs, interview and focus group data), we ensure the highest quality research services. For more information, please visit: www.pillarconsultingrtp.com.

Duties:

1. Oversee all on-site logistics for trainings, meetings, seminars, and conferences (e.g., reserve meeting space; set up audiovisual equipment and flipcharts; arrange refreshments; respond to other reasonable requests)
2. Manage online calendar for trainings, meetings, seminars, conferences, and speaking engagements
3. Communicate with clients and subcontractors regarding project-specific needs, including necessary paperwork and deadlines
4. Manage electronic filing system for tracking and organizing invoices, receipts, contract agreements, and travel reimbursements
5. Develop and maintain system to streamline phone/e-mail consultation and speaking requests
6. Provide research support for presentations and publications (e.g., copy editing, literature reviews, synthesis of descriptive statistics/trends)
7. Perform other duties as assigned

Qualifications:

1. High school diploma, or equivalent
2. Experience with scientific writing
3. Strong organizational skills; ability to prioritize and manage multiple tasks
4. Excellent verbal communication skills; written skills adequate to produce draft basic business letters and accurately word process documents for clients and subcontractors
5. Excellent problem solving and decision-making abilities
6. Demonstrated proficiency in handling matters of highly confidential nature
7. Ability to work effectively with a wide variety of individuals and groups; ability to work independently with limited supervision
8. Proficiency with Microsoft Office (i.e., Word, Excel, PowerPoint) is required

Compensation: Commensurate with experience

Location: Durham, North Carolina

Interested candidates should submit a resume, and cover letter to pillarconsultingrtp@gmail.com. Incomplete submissions will not be considered for this position.