## Fellowship Position Description

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>Kaiser Permanente</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>2101 E. Jefferson Street, Rockville, MD 20852</td>
</tr>
<tr>
<td>Website:</td>
<td><a href="https://share.kaiserpermanente.org/category/about-community-benefit/">https://share.kaiserpermanente.org/category/about-community-benefit/</a></td>
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<tr>
<td>Organization Description:</td>
<td>Community and health improvements are integral tenets of the Kaiser Permanente organization. We provide high quality, affordable health care services, but also aim to improve the overall health of the communities we serve by investing in our communities, improving access to care and making a difference in the overall quality of life for people in the Mid-Atlantic region. Through our Community Benefit department, we make financial, material and human resource investments across the Mid-Atlantic region to directly address health care issues and eliminate health inequities in our communities. Our Community Benefit work is an extension of the care provided in the clinical setting. The focus is on improving the health of our members and their neighbors where they live, work, and play.</td>
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## Fellowship Information:

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<tr>
<th>Fellowship Time Period:</th>
<th>☒ Academic Year 2017-2018 <em>(Early Sept – Mid-May)</em></th>
<th>☐ Fall Semester 2017 <em>(Early Sept – Mid-Dec)</em></th>
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<tbody>
<tr>
<td>Hours Per Week:</td>
<td>☐ 10 hours/week  ☐ 15 hours/week  ☒ 20 hours/week</td>
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<td>Fellow Preference:</td>
<td>☒ Graduate  ☐ Undergraduate</td>
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| Fellowship Description and Duties: | The Philanthropy Fellow will support the development of a monitoring and evaluation system to assess the impact of Kaiser Permanente Mid-Atlantic States Community Benefit's investments. The Fellow should have an interest in program evaluation. Duties may include:  
- Support the development of a bi-annual dashboard  
- Help maintain an internal database and pull information when requested  
- Conduct literature reviews and synthesize key information  
- Assist with data visualization (creation of graphics)  
- Create surveys using SurveyMonkey  
- Help prepare presentations (Powerpoint and Prezi)  
- Support development of evaluation plan and draft sections as needed  
- Participate in grantee site visits  
- Provide general administrative and project management support |
| Qualifications and/or Skills Desired: | - Excellent oral and written communication skills  
- Strong organizational skills with the ability to prioritize competing demands  
- Ability to work independently  
- Experience with quantitative and qualitative data collection and analysis preferred  
- Coursework in program evaluation preferred  
- Willingness to help with miscellaneous projects |
| The following information is required: | ☒ Resume  
☐ Cover Letter  
☐ Writing Sample |
| Interviews will be conducted in late August via the following method(s): | ☐ Telephone  
☐ Skype/video conferencing  
☒ In person |