



The Cities for Financial Empowerment Fund (CFE Fund) supports municipal efforts to improve the financial stability of households by leveraging opportunities unique to local government. By translating cutting-edge experience with large scale programs, research, and policy in cities of all sizes, the CFE Fund assists mayors and other local leaders to identify, develop, fund, implement, and research pilots and programs that help families build assets and make the most of their financial resources. Financial empowerment spans four key disciplines:

- Professional financial counseling and education
- Access to safe and affordable mainstream banking products and services
- Short- and long-term asset building
- Consumer protection in the financial services marketplace

The CFE Fund is seeking a graduate level intern primarily focused on the [Financial Empowerment Center](#) (FEC) initiative. The FECs provide free, professional, one-on-one financial counseling as a public service to enable residents to address their financial challenges and needs as well as plan for their futures. The FEC model originated in New York City in 2008 and is now operating in over 30 cities and counties. Counselors are supported by a unique database (FECBOT) that tracks client demographics, goals, self-perceptions, and financial status (including credit report data) with opportunities to update status at each counseling session.

The internship is an ideal opportunity for a graduate student interested in pursuing a career in research and evaluation, as demonstrated by coursework and work experience.

Broadly, the intern will help us explore:

- how Black FEC clients experience and perceive FEC services;
- how FEC services may affect racial equity on an individual and/or community level.

Primary Responsibilities:

- Perform literature review and document and synthesize findings.
- Using R and Excel, and in close consultation with the CFE Fund’s Chief of Research and Evaluation and Senior Associate, the intern will
 - outline a plan for achieving each broad goal, including specific research questions or hypotheses, data needed, timeline, etc.;
 - extract and clean the data, transforming or calculating new variables if necessary;
 - if appropriate, merge with external data sets on the basis of Census tract;
 - run a variety of descriptive statistics, cross-tabs, pivot tables etc. and discuss preliminary findings with the FEC team to interpret and decide what to pursue further;
 - if appropriate, run bivariate and multivariate statistics to determine the interdependency of key variables;
 - summarize meaningful results in a report that includes narrative, tables and graphics; and
 - present the report to CFE Fund staff.

Qualifications:

- **Current graduate student** in good standing, studying public administration, public policy, economics, or a similar field, **required**.
- Demonstrated experience with or an interest in program evaluation, user experience research, or similar, strongly preferred.
- Experience performing literature reviews and documenting and synthesizing the findings.
- **Intermediate proficiency in data analysis**, including descriptive and inferential statistics and data visualization **required**.
- Intermediate proficiency in **Excel and R required**.
- Strong written and verbal communication including the ability to explain analytical processes to team members, document processes for replication, and write compelling reports accessible to non-technical audiences.
- Detail-oriented, highly organized, self-motivated and a team player.
- Interest in consumer finance, household finance, anti-poverty programs and/or urban planning is strongly preferred.
- Demonstrated experience conducting research while applying a diversity, equity, and inclusion lens strongly preferred.
- Qualitative research proficiency is a plus.

This is a New York City-based position, although the candidate may elect a hybrid office/remote work schedule with a minimum of 1 day in the office. Hybrid staff must secure their own home-work environments.

Candidates should be available to work a minimum of 10 and a maximum of 15 hours per workweek between September 2023 and May 2024. The compensation for this position is an hourly wage of \$22 per hour. Overtime is not permitted.

To apply, please email a resume and cover letter describing relevant skills and comparable projects conducted in either work or academic settings to info@cfefund.org. Please include “CFE Fund Research and Evaluation Internship” in the subject line.