

East Baltimore Research Project (EBRP)

Scope of Work

Position: Documentarian Intern

Term: 04/15/2021 – 06/30/2022
Reports to: Mirror Group/EBRP team
Class: Part-time (contractor); 10 hours a week/40 hours a month
Location: Baltimore, MD
Suggested Stipend: \$ 20.00 an hour.

Initiative Summary

The Annie E. Casey Foundation (Casey) has commissioned a longitudinal research study to assess the transition of several East Baltimore neighborhoods into a mixed-income community where residents have access to the systems, assets and supports they need to thrive. The initiative will also double as a capacity building opportunity for current and emerging resident leaders interested in developing and/or honing their skills in data collection and analysis, research, and evaluation.

The Foundation seeks to have resident voices contribute to shaping the initiative's goals, objectives, and methodologies.

As such, the initiative consists of three core components, each developed in close partnership with, and under the advisement of, community stakeholders, including residents, local businesses, service providers, etc.

1. A study that utilizes mixed methods to collect data on resident demographics, the extent of residents' access to and use of various neighborhood assets and resources and the types of resources that community stakeholders would like to see in the neighborhood.
2. Development of processes and platforms to foster greater dialogue, community- and data-informed decision making and partnership among residents, and institutions located and investing in the study's focus area.
3. Design and implementation of a training, technical assistance and capacity building strategy directed to a team of residents interested in building their data collection and research skill sets in support of the mixed-methods study.

Position Overview

The Documentarian internship is intended to build the capacity of area residents to document the process of engaging residents and other stakeholders in the East Baltimore Research Project (EBRP).

The internship will provide an opportunity to work in partnership with the EBRP team and partners to capture the initiative's design, implementation, and progress toward the project's goals.

The individual selected for this position will document partnerships and collaborations with a diverse range of neighborhood-based stakeholder groups in service of the initiative's mission and communicate stakeholders' needs, interests and perspectives.

The internship is designed to support trust building among process participants and help to maintain the overall transparency of the initiative. The intern may offer limited support of the planning and coordination of community-based meetings, events, and work sessions, as needed. The long-term time commitment for this internship is fourteen months of service.

Roles & Responsibilities

- Conduct ethnographic observations of Community Advisors, Resident Researchers, and Research Advisors and Community Meetings where resident advisors engage other community members, and Casey's meetings with project consultants.
- Consult key stakeholders (Community Advisors, Casey, Consultants, Research Firm, and Resident Researchers) in individual interviews about community engagement and capacity building processes to date.
- Review key documents that inform the East Baltimore Research Project (EBRP) design and approach.
- Document the EBRP process of community engagement through field notes and reflection/commentary, a confidential thematic summary of interviews with key stakeholders, monthly check-ins with Casey, and Documentation reports to the project team delivered every other month.

Desired Qualifications

- Resident of the neighborhoods included in the study area (see attached map). (Required)
- Solid interpersonal skills.
- Detail and task oriented.
- Access to stable and consistent WIFI, laptop, and microphone/headset.
- Ability to meet in person for multiple evening meetings, when and if, COVID-19 restrictions change.
- Interest in and/or experience with data collection and analysis, research, and evaluation, particularly in the use of data to inform community decision-making.
- Ability to present data and information reflective of and accessible to a range of internal project stakeholders.
- Ability to creatively capture, explore, document, and share all aspects of the project's nuisances and team dynamics.
- Commitment to the following guiding values and principles:
 - Race equity and inclusion
 - Transparency and integrity of process
 - Equity in access to data and information
 - Teamwork and collaboration
 - Community leadership and empowerment
- Willingness and availability to commit 40 hours per month for the term of service. Day and evening hours are a requirement.