



Natural Born Champions Inc. is a community intervention program that aims to provide direct educational and workforce development enrichment resources and services to youth and families in Baltimore, Maryland.

NBC

Program Quality Assurance (PQA)

Job Overview

Natural Born Champions (NBC) is seeking a Program Quality Assurance (PQA) Intern to support continuous program improvement and evaluation. The intern will assist with analyzing program data, developing tools for assessment, and preparing staff for external quality reviews such as the Weikart Program Quality Assessment. This role is ideal for students interested in nonprofit management, program evaluation, education policy, or youth development.

PQA Specific Responsibilities:

- Data Analysis & Reporting
 - Process and analyze participant and staff feedback to identify trends, strengths, and areas for growth.
 - Compile and summarize findings from surveys, focus groups, and program observations.
 - Create clear reports and presentations to share with program staff, leadership, and partners.
- Survey Development & Administration
 - Assist in designing participant, family, and staff surveys aligned with NBC program goals.
 - Administer surveys across multiple program sites and ensure high response rates.
 - Organize and track survey results for evaluation and reporting.
- Program Quality Support
 - Prepare NBC sites and staff for Weikart assessments by reviewing baseline data and identifying priority focus areas
 - Lead or support staff training on best practices for youth engagement, reflection, and skill-building.



- Help implement program improvement measures to raise instructional quality scores.
- Program Management Support
 - Assist in planning and coordinating program improvement cycles.
 - Support overall program operations and enhancement strategies.
 - Collaborate with NBC leadership to align evaluation processes with funder reporting requirements

Compensation

Depends on work study contract or can receive an academic credit. Potential for long-term hire after internship completion.

Qualifications

Education

- Current undergraduate or graduate student at any local University preferably in Education, Nonprofit Management, Public Policy, Human Services, or related fields.

Experience

- Experience with data collection, survey tools (e.g., Google Forms, Qualtrics, or JotForm), or program evaluation.
- Prior work with youth programs or nonprofits is a plus.

Skills

- Strong analytical and organizational skills.
- Excellent written and verbal communication.
- Comfort with both independent work and team collaboration.
- Ability to interpret and apply program evaluation frameworks (training provided).

Schedule (varies upon placement)

- Flexible schedule based on academic commitments.
- Approximately 10–20 hours per week (hybrid: virtual + onsite program visits).



Benefits

- Professional development and mentorship in program evaluation.
- Hands-on experience with nationally recognized tools such as the Weikart Youth PQA.
- Opportunity to directly impact the quality of youth development programming in Baltimore.
- Networking with education, nonprofit, and community leaders.
- Potential to hire long-term after internship

[Apply Here](#)

Contact Information

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