

Position Description

Data Associate

David P. Weikart Center for Youth Program Quality

FULL TITLE: Data Associate

SUPERVISOR: Director, Research and Evaluation

PURPOSE: The Data Associate provides support, coordination, and monitoring for data collection, entry, and analysis for the Weikart Center’s research and evaluation projects. Working on the production and quality control of surveys and research and evaluation reports, and on qualitative and quantitative data analysis, while cultivating positive relationships with colleagues and external partners, the ideal candidate is organized and detail oriented with basic data analysis skills, and passionate about using data to advance racial equity, social justice, and program quality in the youth development field.

SALARY: Targeted in the high \$40’s with a comprehensive benefits package

Organization & Background

Founded in 1998, the **Forum for Youth Investment** is a national nonprofit, nonpartisan “action tank” committed to changing the odds that all children and youth are ready for college, work, and life. The Forum connects leaders to ideas, services and networks that can help them make more intentional decisions that are good for young people, even in the face of limited resources. It helps leaders who are trying to improve & align policies, plan & partner for impact, and/or strengthen programs & adult practice across all the systems and settings where young people spend time.

In 2008, the Forum created the **David P. Weikart Center for Youth Program Quality** to strengthen programs and adult practice by building the capacity of public and private agencies to implement quality improvement and performance systems that simultaneously foster professional learning and whole-child development. The Weikart Center’s research-based core products and services are currently used in over 4,500 out-of-school time settings nationally and form the basis for quality improvement systems in over 140 publicly and privately funded systems. The Weikart Center helps youth-serving systems build the safe, supportive, interactive, and engaging environments that are foundational to youth development. From data-driven tools to expert trainings, we equip leaders who serve young people with the positive youth development and SEL-informed resources they need to create a culture of continuous improvement for staff and for youth.

Position Responsibilities

	% of Time
(1) Data Collection Processes & Systems: Support the day-to-day collection and monitoring of data across multiple systems, including program data collected through excel spreadsheets and building and tracking online survey data in Qualtrics. Provide technical assistance and quality assurance to support system use. Manage communications to stakeholders about data collection timelines, expectations, and supporting resources. Support the ongoing evolution of data collection systems and processes to promote efficiencies in the work.	40%
(2) Data Management & Reporting: Construct, clean, and maintain organized data sets of program evaluation data (e.g. Program Quality Assessment, surveys, attendance, standardized test scores) according to data management and data security protocols. Build and manage both interactive and static data reports, using varied reporting strategies and data visualization techniques to communicate results that are practitioner friendly and action-oriented.	40%
(3) Data Analysis & Use: Conduct basic descriptive analysis of datasets to identify patterns and trends that can contribute to improvement conversations, internally and externally. Provide technical assistance to colleagues and external partners to support data accuracy and data use.	15%
(4) Contribute to unit and organization-wide priorities and special projects.	5%

Performance/Character Requirements

We are looking for emerging superstars poised to grow rapidly into dynamic leaders. People who have an insatiable desire to grow and learn, and are passionate about youth development, data use, racial equity, and social justice. People eager to constantly try new things, adapt, learn, and improve. People who are analytical, see the big picture, and suggest strategic shifts of direction – while simultaneously keeping track of details and making sure the work moves forward. People who work hard and take pride in their work and support colleagues to do the same. We love what we do and want you to as well. The **Data Associate** position is an exciting opportunity for those who enjoy working with spreadsheets, survey tools, and other data sources to help solve real problems and advance youth development.

Qualifications

Two or more years of experience working with data, preferably in an applied research setting. A degree in youth development, social work, education, or related fields is required.

Preference for candidates who are familiar with the Weikart Center's Youth Program Quality Assessments, Youth Program Quality Intervention, social and emotional learning resources, and/or low-stakes quality improvement policies and systems.

In addition, the successful candidate will have:

- Proficiency with Qualtrics, SPSS, and data management functions in Microsoft Excel, including pivot tables
- Demonstrated skills in data visualization and reporting for non-academic audiences
- Direct experience providing data collection training and technical assistance

Working Environment

Flexibility is required to adapt to the dynamic work environment of a small non-profit research and consulting organization that has national and international clients and exposure. The climate is informal but mission-driven. Excellence is valued in every position. The Forum's Weikart Center team transitioned to be fully remote during the COVID-19 pandemic and is hiring staff to join our fully remote team. Occasional travel, when deemed safe to resume, is expected for in-person team meetings and client/partner meetings (estimated 1-5% time).

Position & Compensation

The salary range, duties and responsibilities of this position meet the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position. The salary is targeted in the high \$40s, with a comprehensive benefits package that includes medical, dental, and vision insurance; short- and long-term disability; a 403(b) retirement program; and generous paid vacation, sick and holiday time.

Please send resume and cover letter to: jobs@forumfyi.org. Applications will be reviewed on a rolling basis. If your application is selected for an interview, you will be contacted directly. No telephone calls or inquiry emails, please.

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The Forum for Youth Investment is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer and drug-free workplace, and to comply with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, gender identity, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at jobs@forumfyi.org if you require a reasonable accommodation to complete your application.