



Position Description

Data and Improvement Associate

Youth Development Resource Center

An affiliate of the Forum for Youth Investment

FULL TITLE: Data and Improvement Associate

SUPERVISOR: Interim Co-Director, Improvement and Impact

PURPOSE: The Youth Development Resource Center seeks a full-time Data and Improvement Associate. The Data and Improvement Associate will deepen data and continuous improvement support our network of Detroit area youth-serving professionals and organizations. This position will be based at the Youth Development Resource Center's office in Detroit, MI, following a hybrid office model and will be a 100% FTE appointment.

Organization & Background

Founded in 2013, the **Youth Development Resource Center (YDRC)** in Detroit supports a network of Detroit area youth development providers to strengthen their individual and collective impact on youth through shared measurement, continuous quality improvement, professional development, and advocacy. Our mission is to improve the quality of Detroit-area youth-serving organizations to maximize their impact on youth and to advocate for accessible high-quality youth development opportunities. For more information visit www.detroitydrc.org.

The Youth Development Resource Center is a Detroit-based affiliate of the Forum for Youth Investment. 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. It provides ideas, services, and networks that leaders need in order to make more intentional decisions that are good for young people. The Forum helps leaders increase their capacity to more effectively make the case for and manage the collaborative efforts that are needed to change the odds for youth; improve the alignment and appropriateness of child and youth policy agendas and investments; and strengthen programs' and practitioners' capacity to create environments in which youth thrive across all the systems and settings where young people spend time. For more information, visit www.forumfyi.org.

Position Responsibilities

Data and Improvement Coordination

- Coordinate and schedule program quality observations, youth survey administration, and coaching sessions with youth program providers, assessors, and improvement coaches.
- Coordinate, enter, and provide technical assistance on data. Manage the PQA data entry by assessors in Scores Reporter for completion and accuracy. Coordinate collection of youth outcomes and other evaluation surveys and sending surveys for data entry.
- Conduct assessments, coaching, and training. As needed, conduct Program Quality Assessment observations, coach providers on using data to create program improvement plans, and provide training on measurement and data use for improvement. Assist team with developing or identifying new workshops.
- Manage data reports for providers, funders and other stakeholders. Assist with data compilation, aggregation, analysis, and reporting. Reporting includes data visualization creation and narrative writing.
- Prepare materials. Reproduce and organize documents and files so they are organized and available for assessments and workshop facilitation.
- Support Operations and Data Manager and other staff with the upkeep of our customer relationship management (CRM) system, as well as the compilation and reporting of data for internal improvement, external communications, and grant reporting purposes.
- Build and maintain relationships with out-of-school-time providers, leaders, and key stakeholders, locally.

Resources and Technical Assistance Support

- In collaboration with YDRC staff, contractors, and partners, develop and maintain guides for network partners on resources such as field trip locations, program quality and social emotional learning curricula, transportation, etc.
- Review writings regarding national and local youth development related best practices and prepare key information to be shared with the network through emailed newsletter, website, social media, or distribution at meetings.

Network and Operations Support

- Participate in YDRC staff meetings and other relevant meetings, participate in planning and preparation for YDRC Summits, network meetings, and learning community meetings.
- Act as notetaker and set-up support at appropriate meetings.
- Assist with operations projects. Support the team with special projects that advance YDRC's

organizational development (e.g., procedures manual, customer relationships management database, improvement and impact special projects, etc.).

Meeting Planning and Facilitation

- Facilitate meetings and workshops using a participatory approach that maximizes engagement and adult learning.
- With the YDRC leadership team, co-plan Fall and Summer Summits or other network/professional development events by supporting evaluation and improvement activities.
- Support the Interim Co-Director, Improvement and Impact in the engagement and talent identification of contracted assessors, improvement coaches, and facilitators.

Other Duties as Assigned

Performance/Character Requirements

The successful applicant will be a highly motivated, organized, and partner-focused person with strong knowledge of youth development best practices, direct experience with out-of-school-time professionals, and an interest in providing and managing provision of training and technical assistance in the human service or education fields. Superior communication skills as well as demonstrated project and systems management experience are also essential. Initiative, intellectual curiosity, creativity, reliability, flexibility, discretion, thoroughness, accuracy and a commitment to YDRC's mission are critical. Local travel required and national travel is approximately 5% time (subject to change depending on organizational needs).

Qualifications

A Bachelor's degree in Education, Social Work, Youth Development, Data Science, Urban Studies, Sociology, or Public Administration and experience in a nonprofit evaluation or research role, as well as experience in the out-of-school sector as a young person in programming, a youth development professional, program manager, or trainer/consultant are required. In addition, the successful candidate will have:

- 1-2 years of experience in nonprofit data management, coordination, and evaluation experience, including foundational qualitative and quantitative data analysis.
- Willingness to participate in quality and improvement training and certification programs. Including, but not limited to, the David P. Weikart Center's Program Quality Assessment External Assessor Reliability Training, Youth Work Methods Training of Trainers Certification, Youth Work Management Training of Trainers, and Coaching for Continuous Improvement.
- Working knowledge of child, adolescent and adult development theory and experience programming for diverse communities and learning styles.
- 1-2 years of experience as a youth development professional and with organizational and program improvement efforts.
- Project management experience, particularly in the area of delivering training and technical assistance to out-of-school-time clients.

- Familiarity with and/or experience implementing adult learning experiences for youth work professionals.
- Familiarity with a variety of technologies, including the advanced features of Google Suite tools (Sheets, Slides, Docs, Jamboard, Gmail, etc.), CRM databases, data analysis software (e.g. Qualtrics, SurveyMonkey) as well as marketing and communication products such as Zoom, Canva, and social networking applications.
- Excellent verbal and written communications skills.
- Experience with participatory learning approaches. Experience with the Weikart Center Youth Program Quality Intervention is preferred.
- Exhibit excellent relationship building skills and the ability to work effectively in collaboration with diverse groups of people using a strong anti-racist and equity lens.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

Working Environment

Flexibility is required to adapt to the dynamic work environment of a small but growing local technical assistance and training center. The climate is informal but mission driven. Excellence is valued in every position.

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 mid-50s, 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.

To Apply

Please apply to the position using this [Get to Know You Application](#) form. No cover letter is needed. Resumes can be submitted either through the form or to Tammy Miller, Operations & Data Manager, tammy@detroitydr.org. Applicants will be considered on a rolling basis. If your application is selected for an interview, you will be contacted directly. No telephone calls or inquiry emails, please.

*** 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, 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.*