



Position Description

Data Associate

David P. Weikart Center for Youth Program Quality

The Forum for Youth Investment

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 Forum's research, evaluation, and measurement 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: 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 starting salary for this position is targeted between \$36,400 - \$50,000 based upon knowledge, skills, experience, and geographic location, 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.

The Forum is a thriving organization with a budget of \$11 million, a staff of 50, and headquarters in Washington, DC. The Forum is working to advance racial equity in youth serving systems, bridging that work with our internal Diversity, Equity, and Inclusion initiatives. The Forum overall is funded by a mix of foundations, corporations, and a fee-for-service contract base. For more information on the Forum, please visit forumfyi.org.

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

The Data Associate is a critical contributor to the Forum’s research, evaluation, and measurement function. Leveraging their experience in data collection, cleaning, management, analysis, and reporting, the data associate will collaborate across the Forum and with external clients to support data collection and use. This role is a good fit for someone who has strong attention to detail, has experience working with data and data systems, and is eager to grow their skills in the context of a team.

- (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 data system use. Manage communications to internal and external 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.
- (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), and organizational metrics, 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.
- (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.
- (4) Contribute to unit and organization-wide priorities and special projects.

Performance/Character Requirements

We are looking for colleagues eager to be on a career path that involves continuous learning and growth. Team members across all levels of the Forum engage with one another and foster the development of others to achieve a high level of competency in these characteristics and leadership qualities:

- **Manages Self** – You ask for feedback on impact of your behavior on others. You identify and follow through on actions in response to constructive feedback. You honestly assess your own strengths and know what weaknesses need support.

- **Leads Courageously** – You act courageously to make changes that will improve the organization. You consistently drive to successful outcomes and stay composed and positive in challenging situations.
- **Communicates Effectively** – You communicate (both in writing and verbally) clearly, succinctly, and in a timely manner. You provide information people need to know to do their jobs, make accurate decisions, and to feel part of a team. You are able to engage an audience and achieve the desired effect in a variety of formal presentation settings.
- **Builds High-Performing Teams/Develops Others** – You form and lead teams capable of getting results. You create a learning environment of creativity and engagement. You can effectively raise and resolve conflict with the team. You provide frequent and timely developmental feedback to others and construct compelling developmental plans. You take personal responsibility for mentoring high-potential employees.
- **Makes Quality Decisions** – You clearly state where you stand on issues, even if it is unpopular. You seek input from appropriate parties before making decisions, and still make timely decisions.
- **Demonstrates Strategic Agility** – You anticipate future consequences and trends accurately. You're able to align your goals to the overall organizational strategy. You can create breakthrough strategies and plans.
- **Demonstrates Business Acumen** – You understand and create opportunities to cultivate and support exceptional partnerships. You are able to make the case for decisions and initiatives. You adapt strategies and tactics to create a success defined by metrics.
- **Influences and Negotiates** – You influence others by building coalitions or alliances among diverse groups. You effectively adapt influence strategies depending upon the situation. You're skillful at removing barriers that get in the way of effective collaboration among groups.
- **Manages Vision and Purpose** – You inspire commitment to a compelling vision and shared values. You create a climate in which people want to do their best. You're able to champion change and lead the organization through a transition.
- **Thinks Strategically, Executes Skillfully** – You can see the forest through the trees and know how to craft strategic short and long-term programs that are aligned with organizational goals. At the same time, you can't wait to roll-up your sleeves and get the work done.
- **Is Goal Oriented** – We want someone who is a doer, with doggedness, a determination and commitment to reach a goal, and a strong bias toward action. You always find a way to make it happen.
- **Demonstrates Creativity** – While there are tried-and-true tactics in your toolbox, you explore new ways of thinking and continually strive to create best-in-class programs that move your organization and field forward.
- **Handles Ambiguity** – You can effectively cope with change and lead others through it.
- **Communicates Assertively** – As a senior-level communicator, you express opinions directly, confidently, and accurately. You can also be very persuasive and influence the way others think, feel, or behave.
- **Collaborates & Values Relationships** – You can quickly gain the respect and trust of your peers, colleagues, and leadership team. You understand the importance of listening, asking probing questions, and allowing others to be heard.
- **Takes Risk** – The entrepreneurial spirit shines through in your willingness to experiment with new approaches and act even though the outcome is uncertain.
- **Models Diplomacy** – You have worked in diverse settings and teams and understand the cultural sensitivities of doing business with partners and clients around the country. You are tactful in dealing with diverse people or situations.
- **Exhibits Professional Acumen** – You demonstrate confidence, experience, and poise under pressure.

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

This is not an exhaustive list of all responsibilities, duties, skills, efforts, or requirements or working conditions associated with the job. While intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require different tasks. This description does not constitute a contract of employment and The Forum may exercise its employment-at-will rights at any time

Working Environment

Flexibility is required to adapt to the dynamic work environment of a non-profit "action tank" that has national clients and exposure during a key inflection point in the organization's development. Ability to lead and advise on change management initiatives is essential. 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 is expected for in-person team meetings and client/partner meetings (estimated 1-5% time).

How to Apply

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.