



Position Description: Data and Evaluation Coordinator

Organizational Summary: The Emily Krzyzewski Center is a non-profit organization that serves as a college access hub in Durham, North Carolina, propelling academically-focused, low-income K-12 students and graduates toward success in college through its *K to College* programs while also offering college information and advising support to local high school students through the *Game Plan: College* program. Through broader facility partnerships, thousands of additional students and community members use the Center as a place to convene, learn, and grow. Founded by Duke Men's Basketball Coach Mike Krzyzewski and named in honor of his mother Emily, the Center's mission is to inspire students to dream big, act with character and purpose, and reach their potential as leaders in the community.

Job Title: Data and Evaluation Coordinator

Experience, Training, and Qualifications:

1. Bachelor's degree, or combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree, required. Candidates must have successfully completed coursework in statistics and survey methods.
2. 2+ years of experience managing and presenting data using Microsoft Office and Google Suite / G Suite (docs, sheets, forms, presentations, etc.)
3. Proficiency with data visualization software (Tableau preferred)
4. High level of facility with data management, imports and exports through MS Excel. Ability to summarize data through use of formulas, run reports and queries, generate mailing lists, and perform similar tasks
5. Solid analytical ability, abstract reasoning, organizational, written, and oral communication skills
6. Familiarity with creating and managing online surveys using tools such as Typeform
7. Motivated self-starter with demonstrated ability to work independently and collaborate effectively within a systematic program approach. Excellent attention to detail and accuracy.
8. Familiarity with student information systems and experience working with sensitive, protected data preferred.
9. Evidence of commitment to serving students and families who face systemic barriers to educational and economic success effectively.

Job Goal:

Under the supervision of the Chief Program Officer, the Data and Evaluation Coordinator will support the Center's ongoing evaluation and data management efforts, contributing to a culture and practice of data-informed continuous improvement across the organization's programs and in support of special projects and initiatives. Through regular collaborative meetings with program leaders and the Chief Program Officer, the Data and Evaluation Coordinator will provide updates on data points of interest, assist with the development of new ways to explore, report and interpret quantitative and qualitative information, and support program associate directors with tools and information required to successfully lead their respective programs.

Primary Responsibility Areas:

Evaluation Initiatives:

- Assist in preparing reports and materials that highlight student performance and program outcomes for internal and external stakeholders.
- Leverage public data sources to benchmark and inform program outcomes and objectives.
- Support special evaluation projects and programming initiatives as assigned.
- Maintain and periodically update core evaluation infrastructure such as evaluation manual, data dictionaries, etc.
- Support the continuous improvement of evaluation methods, systems, and practices.

Data Management:

- Support the management of internal student data system to ensure quality data entry and extraction of data for analysis
- Collect, enter, and maintain student and program records in accordance with Center policy and program expectations.
- Assist with database management for program recruitment efforts
- In collaboration with the Chief Program Officer, conduct periodic review, analysis, and reporting of data needed to measure student progress, establish program priorities, and support the continuous improvement of Center programs.

Terms of Employment: This is a year-round, part-time position (15-20 hours per week) that does not include health and retirement benefits. Pay is commensurate with experience. Flexible schedule.

Evaluation: Performance of this job will be evaluated annually.

To apply: Submit one document that includes both your resumé and a cover letter outlining your qualifications and interests to the attention of Dr. Valerie Anderson at jobs@emilyk.org with position title in the subject line. Applications will be reviewed beginning immediately, with preference given to applications received by May 6. Applications will continue to be reviewed on a rolling basis until the position is filled. For more information visit www.emilyk.org.