



Position Description: Data, Evaluation and Impact Specialist

Organizational Summary: Quality educational experiences are essential to preparing students for the future, yet systemic barriers create pronounced disparities in educational opportunities and outcomes. The Emily Krzyzewski Center, a nonprofit organization in Durham, North Carolina, implements four distinct programs designed to build on the academic, career, and leadership potential of students who are traditionally underrepresented in higher education. Collectively, our programs serve students from elementary school through college and equip them with the skills necessary to successfully complete higher education, connect to promising careers, and become agents of change within their communities. We amplify our efforts through partnerships with our local school district, community-based organizations, and universities.

Job Title: Data, Evaluation and Impact Specialist

Experience, Training, and Qualifications:

1. Bachelor's degree, including successful completion of coursework in statistics and research / survey methods.
2. Two or more years conducting program evaluation (process and outcome) and developing reports regarding impact and recommendations for improvement
3. Two or more years of experience managing and presenting data using Microsoft Office and Google Suite / G Suite (docs, sheets, forms, presentations, etc.)
4. Proficiency with data management and data visualization software
5. 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
6. Strong observational, analytical and critical thinking skills, coupled with ability to discern trends and deduce reasons for results
7. Strong organizational and communication skills (written, oral and presentation)
8. Familiarity with creating and managing online surveys using tools such as Typeform or similar
9. Motivated self-starter with demonstrated ability to work independently and collaboratively within a systematic program approach.
10. Familiarity with student information systems and experience working with sensitive, protected data
11. 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 Impact Officer, the Data, Evaluation and Impact Specialist 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 strategic initiatives. Through regular collaborative meetings with program leaders and the Chief Impact Officer, the Data, Evaluation and Impact Specialist 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 directors with tools and information required to successfully lead and enhance their respective programs.

Primary Responsibility Areas:

Data Management:

- Maintain and enhance internal data systems to ensure high quality data processes and analysis
- Develop meaningful data dashboards that can be easily accessed, understood and utilized by frontline staff to drive a continuous improvement process
- Assist with data entry and database development for special program efforts such as recruitment and enrollment
- In collaboration with the Chief Impact Officer, conduct periodic review, analysis, and reporting of data needed to measure program impact, student progress, establish program priorities, and support continuous improvement of all Center programs and initiatives

Program Evaluation:

- Conduct routine analysis on process and outcome data and share recommendations and insights
- Assist in preparing reports and materials that demonstrate program impact for internal and external stakeholders
- Leverage public/external data sources to benchmark and inform program outcomes and objectives
- Evaluate pilot programs and strategic initiatives at both the program and organizational level
- Maintain and periodically update core evaluation infrastructure such as evaluation manuals, data dictionaries, etc.
- Support the continuous improvement of evaluation methods, systems, and practices

Program Support:

- Collaborate with program directors and staff to develop and evaluate strategic and programmatic initiatives, pilots and program enhancements
- Assist with project management for special events that require long-term planning and coordination with both internal and external stakeholders
- Collaborate with program directors and staff to develop and implement periodic stakeholder feedback surveys and annual benchmark testing
- Assist the Chief Impact Officer in developing and executing new initiatives, special projects and innovations as requested

Terms of Employment: Full-time position with benefits. Flexible hours with core hours falling during typical work hours Monday-Friday, with evening or weekend hours rarely required. The Emily K Center has a 75% onsite work policy for full time positions. Hiring range for this position is mid \$50K. Position begins October 2023.

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 interest 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 September 26, 2023. Applications will continue to be reviewed on a rolling basis until the position is filled. For more information visit www.emilyk.org.