



Girls Inc. JOB POSTING

Position title: Researcher
Department: Research & Evaluation
Responsible to: Director of Research & Evaluation
Location: National Resource Center, Indianapolis, IN
FLSA Status: Non-exempt

Background: Girls Inc. is a national nonprofit organization that inspires all girls to be strong, smart, and bold. Our comprehensive approach to whole girl development equips girls to navigate gender, economic and social barriers and to grow up healthy, educated and independent. These positive outcomes are achieved through three core elements: **people** – trained staff and volunteers who build lasting, mentoring relationships; **environment** – girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect; and **programming** – research-based, hands-on and minds on, age-appropriate, meeting the needs of today’s girls.

Departmental Role: The Girls Inc. Research and Evaluation (R&E) department provides the data-driven insights to ensure that, locally and nationally, Girls Inc. is known as the experts on girls. Our team produces informational products to assist in telling the story of “Why Girls Inc.?” and how The Girls Inc. Experience contributes to the lives of girls, volunteers, and staff. We lead national conversations about girls and their development, providing research and information to address knowledge gaps in girls’ development, and to inform programming, public policy, and advocacy efforts for the Girls Inc. network.

Position Summary: The Researcher plays an important role in the Girls Inc. Strategic Plan (2016-2020) by contributing to the creation of cutting-edge knowledge about girls and young women to support national and local work. This position collects, organizes, analyzes, and reports out information and data to support research and evaluation projects related to the Girls Inc. mission.

Principal responsibilities:

1. Works closely with R&E staff to collect, compile, maintain, and interpret sources of statistical information and other research on girls and young women in the U.S. and Canada.
2. Assists with quantitative and qualitative primary data collection including interviews, focus groups, case studies, and surveys.
3. Enters, codes, and verifies data.
4. Maintains and manages project datasets, including data verification, cleaning, coding, and re-configuring.
5. Tabulates data, creates data visuals and writes up analysis results.
6. Analyzes data and trends and develops insights to benefit the Girls Inc. mission
7. Conducts literature reviews and background research in support of projects.

8. Contributes to reports and presentations, including write-ups, editing, tables, charts, and formatting.
9. Facilitates internal and external communication related to research, data, technical, and data tracking requests.
10. Assists with preparation for trainings, in-service sessions, and project team meetings.
11. Completes other duties as assigned, including copying, filing, mailing, scheduling, and other administrative tasks.

Qualifications:

Education:

Bachelor's degree in education, youth development, sociology, business administration statistics, data science, or related discipline, with at least two years of experience working in research and evaluation. Master's degree or higher in social science or related field with research and evaluation experience preferred.

Skills:

- Strong academic writing skills
- Demonstrated proficiency in quantitative and qualitative research methods
- Prior experience participating in applied research or evaluation studies
- Highly computer proficient (including current SPSS or R and Microsoft Office software)
- Knowledge of or ability to learn and provide technical assistance on youth program- and attendance-tracking software
- Excellent critical thinking, analytic, and problem-solving skills
- Strong verbal and interpersonal communication skills
- Highly organized with good analytical skills
- Attentive to details
- Ability to maintain confidentiality

Other Characteristics:

- Commitment to the Girls Incorporated [mission](#)
- Ability to work within teams and autonomously
- Initiative in supporting and advancing projects
- Eager to learn and contribute
- Be flexible to change
- Commitment to the advancement of diversity and inclusion

Compensation:

Commensurate with education, skills and experience, including the excellent Girls Inc. benefits package.

How to apply:

Qualified candidates should send resume with cover letter including your salary range/requirements to the link below by March 10, 2017. No phone calls, please.

<https://girlsinc.secure.force.com/recruiting/OpenPositions>

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