



Inspiring all girls  
to be strong,  
smart, and bold

**Position Title:** Research Associate  
**Department:** Research & Evaluation  
**Responsible to:** Director of Research & Evaluation  
**Location:** National Resource Center, Indianapolis, IN  
**FLSA Status:** Exempt

**Background:** Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and 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. Informed by girls and their families, we also advocate for legislation and policies to increase opportunities for all girls. Join us at [www.girlsinc.org](http://www.girlsinc.org).

**Departmental Role:** The Girls Inc. Research and Evaluation department (R&E) provides the data-driven insights to ensure that, locally and nationally, Girls Inc. is known as the experts on girls. R&E 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 what it's like to be a girl today, providing research and information to inform programming, public policy, and advocacy efforts for the Girls Inc. network.

**Position Summary:** As part of the Research and Evaluation Team, the Research Associate: Data & Analysis oversees the administration, analysis, reporting, and insights generation of Girls Inc.'s annual Strong, Smart, and Bold Outcomes Survey (SSBOS). The position requires strong survey research, project and data management, and data analysis skills, including in-depth knowledge of and experience in managing Institutional Review Board (IRB) processes, analyzing and reporting of large datasets, and collaborating with national and local teams to establish and/or improve data collection processes, systems, and data use for learning.

**Principal Responsibilities:**

- Oversees annual SSBOS administration, including training, communication, updates on consent forms and other materials, IRB management, and reporting.
- Analyzes Girls Inc. data using statistical techniques and interprets results in reports and presentations.
- Designs and develops outcomes reporting tools and dashboards in Tableau (or similar visualization software) to share results.
- Collaborates closely with Research Associate: Outcomes Measurement to generate insights from SSBOS and participant tracking data to strengthen the work of Girls Inc. and affiliate network; collaborates with national staff to report to funders and other stakeholders
- Develops program improvement tools and trainings for Girls Inc. program leaders with SSBOS and/or program-specific data
- Provides support and thought partnership to Director of Research & Evaluation and other Girls Inc. leadership for purposes of network planning
- Works with contracted vendors using Girls Inc. data for research purposes as needed
- Presents information to Girls Inc., local affiliates, funders, researchers, and policy makers in the Youth Development field through publications and presentations.

**Qualifications:****Education and Experience**

- Master's Degree in education, youth development, sociology, public policy, business administration, or related discipline, with a strong background in data analysis and statistics.
- 3 or more years of survey research experience and managing large datasets.
- Experience with IRB.

**Skills:**

- Demonstrated ability to manage and analyze data using SPSS, R, or other statistical software packages; experience with survey software required; experience with SPSS syntax desired.
- Proficient with both quantitative and qualitative data.
- Demonstrated organizational, project, and time management skills.
- Excellent attention to detail.
- Excellent oral and written skills; ability to write reports and to communicate technical findings to technical and non-technical audiences.
- Ability to effectively present information and respond to questions from various organizational positions--from top management to national colleagues to non-profit executives to frontline staff.
- Experience working with data initiatives in a non-profit setting; Girls Inc. experience highly desired.
- Ability to respond effectively to inquiries or complaints with a positive, customer-service orientation.

**Other characteristics**

- Is committed to the [Girls Inc. mission](#) and to the advancement of diversity, inclusion, and equity
- Is able to work within teams as well as autonomously
- Is flexible to change
- Welcomes and responds to feedback
- Is able to travel within the United States and Canada for trainings, site visits and data use/system consultation interviews

**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 Friday, February 15, 2019. No phone calls, please.

<https://girlsinc.secure.force.com/recruiting/OpenPositionDetail?ph=910189771852f19b203452b5a37953b5978d8dccc640ac9d54d7bdcd8ce41bb>

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