

## JOB POSTING

**Position Title:** Research Associate: Outcomes Measurement  
**Department:** Research & Evaluation  
**Responsible to:** Director of Research & Evaluation  
**Location:** 1 position in either Indianapolis, IN, or Atlanta, GA.  
Remote position considered.  
**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 & Evaluation Team, the Research Associate: Outcomes Measurement oversees the strategies, technologies, trainings, and products key to the Girls Inc. Strong, Smart, and Bold Outcomes Measurement Strategy (SSBOMS). This position is responsible for participant tracking, participant data quality and management, and data reporting to meet the strategic priorities of the Girls Inc. network. It requires strong project and data management skills, knowledge of participant tracking system, and collaboration with national and local teams to establish and/or improve data collection processes and systems.

### **Principal Responsibilities:**

- Oversees the implementation of Girls Inc.'s participant tracking system.
- Formalizes and socializes data definitions and participant tracking standards for the network.
- Develops quality assurance protocols and processes for SSBOMS data; develops and communicates quality improvement plans to local data coordinators.
- Works with technology partner to onboard local affiliates new to participant tracking.
- Creates and delivers trainings and technical assistance tools to facilitate required reporting, maximize the utility of the tracking system, minimize user data-entry error.
- Analyzes Girls Inc. data using statistical techniques and interprets results in reports and presentations.
- Collaborates closely with Research Associate: Data and Analysis to generate insights from outcomes 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
- Designs and develops participant tracking reporting tools and dashboards in MS PowerBI (or similar visualization software) to share information and results.
- Leads a Council of affiliate data coordinators, leverages local knowledge to strengthen Trax/outcomes tracking system use
- Provides support and thought partnership to Director of Research & Evaluation and other Girls Inc. leadership for purposes of network planning

- Works with IT and IT support vendors to ensure effective use of participant tracking technologies and processes
- 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, statistics, data science, or related discipline.
- 3 or more years of experience managing large datasets.
- Familiarity with TraxSolutions. Other participant tracking software familiarity may be substituted.

Skills:

- Demonstrated ability to manage and analyze data using SPSS, R, or other statistical software packages; 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:**

Interested applicants should submit a resume with a cover letter complete with salary requirement via the link [here](#) by June 13, 2019. No phone calls, please.

**GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER.**