

**Position Title:** Research Associate: Program Quality and Impact  
**Department:** Research & Evaluation  
**Responsible to:** Director of Research & Evaluation  
**Location:** Indianapolis, IN or Atlanta, GA  
**FLSA Status:** Exempt



**Background:** Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. Via a network of affiliated organizations across the United States and Canada, 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, including trained staff and volunteers who build lasting, mentoring relationships; Environment, spaces that are girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect; and Programming that is high quality, research-based, hands-on, minds-on, age-appropriate, and meets 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 National 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 that provide support for national and local affiliate teams to tell a data-driven story of "Why Girls Inc.?" and how The Girls Inc. Experience impacts 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 development efforts for the Girls Inc. network.

**Position Summary:** As a part of the Research and Evaluation Team, and reporting to the Department Director, the Research Associate: Program Quality and Impact will play a leading role in shaping the infrastructure of high quality measurement, analysis, and reporting of program quality information for the Girls Inc. network, creating a data-rich environment in which national and affiliate staff, senior leadership, and other key players actively use program quality and impact data to make decisions that support outcomes-based programming.

The position requires strong research, project and dataset management, and analysis skills, and requires analyzing and reporting of large datasets, developing and working with program logic models, and collaborating with national and local teams to establish and/or improve data collection processes, systems, and data use for learning.

**Principal Responsibilities:**

- Collaborates closely with national R&E and Learning Services teams as well as the David P. Weikart Center for Youth Quality to build the Girls Inc. network of program quality supports and systems.
- Updates Girls Inc. materials including logic model and outcomes measurement strategy collateral to include program quality impacts.
- Develops program improvement tools and trainings for Girls Inc. program leaders with program quality and outcomes data.
- Coordinates and oversees collection of program quality and assessment data. Includes establishing and managing timelines and following procedures for data collection, quality assurance, and security.
- Constructs, cleans, and maintains large, organized data sets of program quality and program evaluation data according to Girls Inc. and industry-standards for data management and data security protocols.
- Analyzes Girls Inc. data using statistical techniques and interprets results in reports and presentations.

- Designs and develops reporting tools and dashboards in MS PowerBI to share results.
- 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, social statistics, or related discipline, with a strong background in data analysis and statistics.
- 3 or more years of research, evaluation, and analysis experience and managing large datasets.
- Experience with program quality and data initiatives in a non-profit setting required; experience with CQI and Youth Program Quality Tools (YPQA or others) highly desired.
- Experience with a youth development organization required; Girls Inc. experience desired.

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.
- Experience with MS PowerBI or other dataviz software.
- 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.
- 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 a resume with cover letter, including your salary range/requirements, to [hr@girlsinc.org](mailto:hr@girlsinc.org) by Wednesday, April 15, 2020. Be sure to include Research Associate in the subject line. No phone calls, please.

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