



Position Title: Research Associate

Department: Research & Evaluation

Responsible to: Director of Research & Evaluation

FLSA Status: Exempt

Location: Washington, D.C. This is a **hybrid** position.

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.

Departmental Role: The National Girls Inc. Research & Evaluation (R&E) Department 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 member of the R&E Team reporting to the Department Director, the Research Associate oversees planning and administration for two major network-wide annual data collection efforts. The position offers the opportunity to innovate with a dynamic team to further strengthen Girls Inc.'s Strong, Smart, and Bold Outcomes Measurement Strategy (SSBOMS).

Competitive candidates will demonstrate strong organizational, research, analysis, and data visualization skills, along with an ability to communicate clearly with varied audiences and collaborate effectively with diverse stakeholders.

Principal Responsibilities

- Manages preparation, administration, and dissemination of results for two network-wide data collection efforts each year, including:
 - Updating affiliate resources and communications
 - Offering training and technical assistance to participating affiliates
 - Running basic summary statistics and conducting thematic analyses
 - Updating benchmark/comparison data points to contextualize results
 - Visualizing and disseminating results.
- Supports the Research & Data Analyst by conducting basic quantitative and qualitative analyses, regularly updating data codebooks and data collection protocols, and collating materials for Institutional Review Board (IRB) review.
- Supports the wider R&E Team by summarizing and visualizing Girls Inc data, seeking out benchmark/comparison data points from external datasets, updating and disseminating key R&E products annually, soliciting feedback on R&E processes and products from national and affiliate staff, and participating in departmental strategic planning efforts.
- Supports all national departments by reviewing the academic, youth development, and think tank literature for relevant contextual information and best practices to create summaries of key information in useful formats (e.g., literature reviews, infographics, slide presentations, fact sheets).
- Supports the wider Girls Inc. network by scanning reports from youth-serving or youth-focused organizations and developing topical overviews to keep the entire network informed of the latest developments in key areas.
- Effectively communicates complex information and methods to lay audiences.
- As needed, represents Girls Inc. research to staff, funders, other researchers, and policy makers in the Youth Development field through publications, meetings, and presentations.

Qualifications

Education and Experience

- Master's Degree in education, youth development, public policy, social work, public health, or related social science discipline, OR
- Bachelor's Degree with 2+ years of practical, full-time experience preferably in the non-profit sector.
- Equivalent combinations of education and experience will be considered.

Skills and competencies

- Strong knowledge of social science research methods and some experience with quantitative and qualitative analysis.
- Strong data visualization skills, including experience creating accessible, accurate visualizations in varied formats (e.g., infographics, dashboards, webpages); experience with Python or similar a plus.
- Strong commitment to using data for quality improvement; experience or training in continuous quality improvement (CQI) methodology a plus.
- Experience with survey platforms (e.g., Qualtrics).
- High proficiency in Microsoft Excel; proficiency in SPSS or similar a plus.

- Proficiency in both quantitative and qualitative data analysis.
- Demonstrated organizational, project, and time management skills; experience or training in project management a plus.
- Excellent attention to detail.
- Exceptional problem-solving and strategic reasoning skills.
- Excellent written and verbal communication skills; ability to write reports and to communicate technical findings to technical and non-technical audiences.
- Ability to present information and respond to questions effectively 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 equitable evaluation and data feminism; espouses diversity, equity, and inclusion as personal and professional guideposts.
- Is able to work within teams as well as autonomously.
- Is flexible and able to develop expertise quickly to support innovative efforts.
- Welcomes and responds to feedback.
- Is able to travel within the United States and Canada for conferences, trainings, site visits and data consultation interviews.

In addition, the applicant must be able to appreciate, and advance diversity and have experience with working with multicultural populations, and adhere to all **Girls Inc.**

Organizational Values, which are:

- Recognize and support the strength in every girl.
- Respect the dignity of each human being and demonstrate genuine care and concern for the well-being of others.
- Understand and appreciate diversity, embrace inclusiveness, and advance equity.
- Drive for results anchored in integrity and accountability.
- Collaborate for impact.

SALARY: \$60,000.

HOW TO APPLY: Interested applicants must submit a **resume with a cover letter** to: humanresources@girlsinc.org. Please enter **Research Associate R&E** in the subject line.

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER

At Girls Inc., we create a diverse, inclusive, equitable environment where all can thrive, as that is what is required to inspire all girls to be strong, smart, and bold. Girls Inc. seeks to hire, retain, and personally and professionally support talented people who come from a wide range of races, ethnicities, cultures, nationalities, ages, gender identities, sexual orientations, religions, socioeconomic backgrounds, and abilities. We believe that when we bring together a diverse employee community and make a sincere and intentional commitment to equitable and inclusive policies, practices, and actions, we are a better organization. Seeking out a range of

ideas and perspectives leads to better problem-solving. Working in diverse teams broadens dialogue and promotes creativity, ultimately enhancing our effectiveness as we executive our mission and model the world we want to see.

Revised 5/23.