



## Philadelphia Youth Network, Inc. Job Description

<b>Job Title:</b> Data Intern, Research and Evaluation		<b>Location:</b> 400 Market Street, Suite 200	
<b>Division:</b> Program Services		<b>Department:</b> Program Management and Implementation	
<b>Reports to:</b> Senior Research Associate, Research and Evaluation		<b>Date Posted:</b>	
<b>Benefits:</b> <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	<b>Hours:</b> 8 hours per week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	<b>Type of position:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal <input checked="" type="checkbox"/> Intern	
<p><b>About the Philadelphia Youth Network:</b>          The Philadelphia Youth Network (PYN) is a solutions-builder forging together significant players to alleviate a root cause of poverty by preparing 12-24-year-olds to become productive working adults. Our work is grounded in the understanding that young people need access to both education and employment, proven factors in being prepared for a career. With a track record of increasing impact, PYN funds and brokers action with the right partners to collectively address barriers. PYN constructs systems to create change, while innovating to meet evolving needs. Together with our partners, PYN dramatically changes the trajectory of individuals' lives by giving voice to underserved youth, and ultimately creating a pipeline for an educated, engaged workforce. For more information, visit <a href="http://www.pyninc.org">www.pyninc.org</a>.</p> <p><b>About WorkReady Philadelphia:</b>          WorkReady Philadelphia, managed by the Philadelphia Youth Network, is a portfolio of programs that address the skills gap for vulnerable young people. PYN designed a continuum of models to provide young people ages 12-24 with career-connected education experiences that create long-lasting relationships while building the critical 21st century skills that are foundational to entering the workforce. For more information, visit <a href="http://www.workready.org">www.workready.org</a>.</p> <p><b>About Program Management and Implementation Team</b>          The Program Management and Implementation (PMI) teams ensures that PYN's programmatic strategies are implemented with fidelity and supported throughout their planned lifecycle. As a conduit for local, regional, and national best practices, the PMI ensures that programs are managed and evaluated to demonstrate the impact of the investment and services on youth in Philadelphia. In partnership with stakeholders who invest in the youth workforce development system and sub-contractors who directly serve the youth.</p>			

**General Description:**

The data intern will support data analysis capacity at PYN. Reporting to the Senior Research Associate, this person will conduct analyses that will bolster data-informed decision-making within the organization. This will involve fulfilling requests as well as monitoring and maintaining existing tools and reporting systems. This person will also support the creation a data dictionary that will help to clarify how different data systems interact.

**Essential Functions:****Data Analysis**

- Fulfill data requests by using existing datasets to conduct descriptive analysis

**Data Systems**

- Monitor and maintain existing data tools and reporting systems
- Support the creation of a data-dictionary

**Other**

- Support R&E team in other data related needs

**Education, Experience & Skills Required:**

- Currently in undergraduate or graduate degree granting program in Computer Science, Mathematics, or Statistics.
- Analytical mindset and desire to use data and evidence to inform decision-making processes
- Experience with data analysis and programming a plus (including SQL and relational databases, Python, R, or other data analysis language)
- Strong verbal and written communication skills
- Successful completion of background checks (PA state criminal, Department of Public Welfare Child Abuse and F.B.I. fingerprinting)