



## Philadelphia Youth Network, Inc. Job Description

<b>Job Title:</b> Data Intern		<b>Location:</b> 400 Market Street, Suite 200
<b>Division:</b> External Relations		<b>Department:</b> Program Learning and Development
<b>Reports to:</b> Manager, Program Learning and Development		<b>Date Posted:</b> 11/5/18
<b>Benefits:</b> <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	<b>Hours:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<b>Type of Position:</b> <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time Temporary <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Intern

### **About the Philadelphia Youth Network:**

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 [www.pyninc.org](http://www.pyninc.org).

### **About the Program Learning and Development Team:**

The Program Learning and Development team seeks to increase the quality and quantity of career pathway opportunities for young people in Philadelphia. Through best practice quantitative and qualitative evaluation, we support programs and providers in a continuous improvement process to identify strong practices and opportunities for growth. Using these data and a collaborative approach, the PLD team facilitates professional development communities, designs learning opportunities and implements program supports to drive ongoing program quality improvement. The PLD team works in partnership with stakeholders who invest in the youth workforce system and sub-contractors who directly serve the youth.

All staff members are expected to embody PYN's core values (collaboration, innovation, respect, responsibility, and excellence) in how they represent the organization externally, and model the intermediary spirit in their approach.

### **General Description: This position is funded from November, 2018 – June, 2019**

The Data Intern joins the Program Learning and Development (PLD) team at PYN to support the expanding data needs of the organization. Overall, the individual will work closely with the PLD team to analyze data related to our internal programs and collaborative projects. We are working in partnership with the Aspen Institute and the United Way to examine our data with a

focus on racial equity. The Data Intern will support both of those grant funded projects. Additionally, the Data Intern will support the Program Evaluation Analyst in the cleaning and analyzing of data related to internal programs.

**Essential Functions:**

- Assist data management team to conduct research and evaluation to inform new, alternative or modified strategies
- Analyze qualitative and quantitative data from multiple angles, determine reliability and meaning behind the data and recommend ways to apply the data
- Participate in interdepartmental or inter-agency teams to carry out evaluation projects including but not limited to policy and program development
- Design and/or implement systematic approaches to the assessment and data collection.
- Data tasks include but not limited to: entering data, collecting data, cleaning data, disaggregating data, etc.
- Other duties as assigned

**Education, Experience & Skills Required:**

- Graduate degree (or pursuit of) or equivalent experience
- Extensive experience using SPSS and R to analyze data and generate reports
- Strong organizational, analytical, critical thinking and problem-solving skills
- Detail-oriented with a high level of accuracy
- Ability to excel in a high-performing team and project a positive attitude
- Proficiency in Microsoft Windows and Office, strong skills in Excel preferred
- Familiarity with PYN initiatives is preferred, but not required
- Experience looking at data with a lens of social and racial equity preferred
- Experience working with underserved populations preferred

**Interested candidates should send a cover letter and resume to [jobopps@pyninc.org](mailto:jobopps@pyninc.org).**