Philadelphia Youth Network, Inc.
Job Description

Job Title: Data Specialist, Research and Evaluation	**Location:** 400 Market Street, Suite 200
Division: Program Services	**Department:** Program Management and Implementation
Reports to: Senior Research Associate, Research and Evaluation	**Date Posted:**

Benefits: ☐ **Eligible** ☒ **Not Eligible**	**Hours:** 37.5 per week ☐ **Exempt** ☒ **Nonexempt**	**Type of position:** ☒ **Full-time** ☐ **Part-time** ☒ **Temporary/Seasonal** ☐ **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.

About Program Management and Implementation Team
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.

General Description:
The data specialist will play a critical function in supporting data-informed decision-making, specifically for PYN's Summer Program on behalf of WorkReady Philadelphia. This person will develop tools, reports, and visualizations which easily translate PYN's wealth of data into insights for program staff. This includes extra data from multiple internal sources; cleaning, merging, and wrangling the data; working with the R&E team to conduct exploratory analysis; and, developing and maintaining tools which are used regularly by staff. This process requires not only ability to glean insights from data but also work with

stakeholders to understand questions of interest and the ways in which data can be inserted into these processes. The data specialist will report to the Senior Research Associate within the Research and Evaluation team.

Essential Functions:

Data Analysis
- Extract data from internal data sources, bringing in external data for additional context as appropriate
- Clean, merge, and wrangle data into a "tidy" format
- Work with the R&E team to conduct exploratory analysis to glean insights from data
- Fulfill data requests from staff using processes that are transparent and reproducible

Development of tools
- Support the R&E team to create reports and visualizations which demonstrate trends and progress toward key performance indicators
- Development and maintain tools which allow program staff to access data about key questions of interest

Stakeholder engagement
- Collaborate with internal staff to understand key questions of interest
- Support implementation of data-related tools by providing relevant training to colleagues

Other
- Support R&E team in other data related needs

Education, Experience & Skills Required:
- Bachelor's degree in Public Policy, Economics, Mathematics, Statistics or Computer Science (working toward or attained master's degree preferred)
- Analytical mindset and desire to use data and evidence to inform decision-making processes
- Experience with data analysis and statistical programming languages preferred (experience with R a plus)
- Experience working in education, workforce development, or policy-making a plus
- 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)