



## Philadelphia Youth Network, Inc. Job Description

<b>Job Title:</b> Evaluation Specialist, Research and Evaluation		<b>Location:</b> 400 Market Street, Suite 200
<b>Division:</b> Program Services		<b>Department:</b> Research and Evaluation
<b>Reports to:</b> Senior Research Associate		<b>Date Posted:</b>
<b>Benefits:</b> <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	<b>Hours:</b> 37.5 per week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Temporary/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 WorkReady Philadelphia:**

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 [www.workready.org](http://www.workready.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 Evaluation Specialist is a member of the Research and Evaluation team and primarily responsible for the successful implementation of the WorkReady Summer evaluation plan. This individual will support the development of an evaluation plan, assist with the development and fielding of surveys and assessment tools, collect qualitative data through interviews and focus groups with staff and participants, provide technical assistance to providers for successful completion of surveys and assessments, and analyze quantitative and qualitative data about the program.

**Essential Functions:**

- Support the development of a comprehensive evaluation plan for WorkReady Summer
- Oversee workplan for implementing WorkReady Summer evaluation strategies – including roll out of assessments tools and surveys
- Support the fielding of new assessment tools and surveys, including coordinating with providers
- Help develop provider materials for communicating about the evaluation plan
- Schedule calls with providers as needed, manage and support providers to field surveys and assessments
- Work with R&E staff to operationalize youth development frameworks for additional data collection
- Conduct interviews and focus groups to collect qualitative data from provider staff and youth participants
- Specifically, offer special support to other PYN departments team as needed to support evaluation activities

**Education, Experience & Skills Required:**

- Bachelor's degree in social science or related field. (Pursuing graduate degree preferred)
- Strong project management skills
- Proficiency with Microsoft Excel and ability to quickly learn new data systems
- Experience with surveys and qualitative data collection
- Ability to take ownership and drive responsibilities through to completion
- Excellent customer service skills
- Strong organizational, analytical, critical thinking and problem-solving skills
- Strong verbal and written communication skills
- Ability to excel in a high-performing team and project a positive attitude
- Successful completion of background checks (PA state criminal, Department of Public Welfare Child Abuse and F.B.I. fingerprinting)