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## Career Opportunity

### Evaluation Specialist

*This position is grant-funded from May – November 2022*

Philadelphia Youth Network (PYN) has an immediate opening for a seasonal full-time **Evaluation Specialist**. This position will provide support on some of the key evaluation, analysis and CI initiatives that the Education Workforce Policy and Strategy department is responsible for carrying out.

Primary responsibilities include:

- Support the summer evaluation cycle by developing a plan for distribution of youth, provider, and worksite surveys, and make adaptations as necessary to achieve highest possible response rates
- Prepare surveys for reporting and analysis
- Coordinate efforts for timely delivery of report cards with KPIs and survey results to providers
- Manually enter PJJSC surveys and prepare for analysis
- In conjunction with the Data Specialist, develop a plan to reach out to youth who were placed but not paid in order to find out reasons for discontinuation in WorkReady

#### Position requirements:

- Bachelor's degree in social science or related field
- 1 year excel experience
- 1 year customer service experience
- 2 years' experience with quantitative and qualitative research
- Ability to use Excel to manage databases and perform basic functions on data
- Ability to manage time effectively to meet deadlines
- Ability to learn new software (e.g., SoGo Survey)
- Customer service skills, including professional communication
- Knowledge of basic data management
- Verbal and written communication skills
- Ability to find creative solutions to problems preferred
- Skill in data analysis preferred
- Project management skills preferred
- Knowledge of best practices in conducting research involving youth preferred
- Successfully pass background checks (PA state criminal, Department of Public Welfare Child Abuse and F.B.I. fingerprinting)

Please note, this role will be virtual. **Interested candidates should email a cover letter and resume to [jobopps@pyninc.org](mailto:jobopps@pyninc.org) and please indicate Evaluation Specialist in the subject line.**

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PYN alleviates poverty by preparing young people to succeed in tomorrow's workforce. PYN coordinates partners that connect young people to education and employment experiences, equipping them with the skills employers need. As a result, PYN creates a system of services that help young people become successful, creating a diverse local talent pipeline. Learn more at [pyninc.org](http://pyninc.org).