



Afterschool for Children & Teens

ACT Now Research and Evaluation Fellowship

Fall-Spring 2023-2024

Position Summary

[Afterschool for Children and Teens Now Coalition \(ACT Now\)](#) is seeking a highly motivated and enthusiastic Research and Evaluation Graduate Student Fellow to join our dynamic team for the 2023-2024 school year. This fellowship opportunity is designed to provide hands-on experience to graduate students pursuing degrees in fields related to research, evaluation, social work, or a similar discipline. As a fellow, you will have the unique opportunity to contribute to our organization's research and evaluation initiatives, gaining valuable skills and practical knowledge in the process.

ACT Now is a statewide network that advocates for access to quality and affordable afterschool programs for youth within Illinois. We have diverse partnerships with families, educators, legislators, policymakers, community and youth leaders, and providers. We are the C. S. Mott Foundation-funded Statewide Afterschool Network, and we have a counterpart in all 50 states. Our offices are based in Chicago, IL. **We are offering an in-person fellowship this 2023-2024 school year with hybrid work opportunities based upon candidates' needs.**

The fellow who fills this position will have the opportunity to assist in ACT Now's revision of our Statewide Afterschool Quality Standards Framework. Applicants must have excellent communications skills, a strong work ethic, an ability to take direction and work independently, and background in *research, technical writing, evaluation, or social work.*

Responsibilities

- **Research Assistance:** Support the Quality Initiatives team in conducting research gathering as it relates to education, youth development, and afterschool Quality Standards Frameworks throughout the country.
- **Data Collection and Management:** Assist in gathering data from various sources, ensuring data quality, and maintaining organized reports for analysis.
- **Data Analysis:** Work with Quality Initiatives staff to conduct quantitative and qualitative data analysis using appropriate methods and tools.
- **Report Writing:** Contribute to the development of research reports, presentations, and summaries, including visualizations and infographics to communicate findings effectively.
- **Evaluation Support:** Participate in program evaluations, assisting in the design of evaluation frameworks and the creation of data collection instruments.
- **Collaboration:** Collaborate with team members on interdisciplinary projects, sharing insights and expertise to enhance research outcomes. This applicant may have the opportunity to engage in programmatic observations either virtually or in-person.
- **Research Innovation:** Stay updated on the latest research methods, tools, and best practices in evaluation and data analysis, bringing fresh ideas and innovative approaches to the team.
- **Ethical Standards:** Adhere to ethical guidelines and data privacy regulations while handling sensitive information and research data.

Qualifications

- Enrollment in a relevant graduate program: Applicants should be currently pursuing a graduate degree in fields such as youth development, social work, education, or a related discipline.
- Strong research background: Demonstrated experience in academic or professional research, including literature reviews and data collection, is preferred.
- Communication skills: Excellent verbal and written communication skills, with the ability to present complex information in a clear and concise manner.
- Analytical mindset: A keen eye for detail and a passion for understanding and interpreting data to inform decision-making.
- Team player: Ability to work collaboratively in a team-oriented environment and take initiative when needed.
- Time management: Strong organizational skills with the ability to manage multiple tasks and meet deadlines.
- Ethical conduct: Demonstrated commitment to maintaining ethical standards in research and evaluation practices.
- Applications Use: Proficiently in Microsoft Suite, CANVA, Survey Monkey, and Google Suite required. Additional understanding of Adobe Premiere Pro a plus.

Duration and Compensation

The Research and Evaluation Graduate Student Fellowship is a position from September 2023-April 2024, with the possibility of extension based on project availability. We are anticipating this applicant would work 20 hours per week. Compensation will be commensurate with experience and in the form of a stipend between \$9,000 and 10,000, dependent on experience.

How to Apply

Applicants must submit a resume with GPA, relevant course work, and work experience; a cover letter; and two research-based writing samples to ACT Now's Quality and Professional Development Manager, *Emma Vibber*, by **Friday, September 1, 2023, at 5:00 p.m. CST**. Please ensure to specify your available start date.

Please send all materials with the subject "ACT Now Research and Evaluation Fellow School Year 2023-2024 Fellowship" to: VibberE@actnowillinois.org.

We look forward to welcoming a passionate and dedicated Research and Evaluation Graduate Student Fellow to our team and providing a rewarding experience that enriches both their academic journey and our organization's mission.