



Education Evaluation and Data Specialist

Enlace Chicago is dedicated to making a positive difference in the lives of residents of the Little Village community by fostering a physically safe and healthy environment in which to live and by championing opportunities for educational advancement and economic development.

Purpose: Supports Education team in tracking data and outcomes as well as developing tools and reports/visuals to assess impact.

Reports to: Evaluation and Data Director

Accountable to: Evaluation team, Education Director, Community Schools team members

Communicates with: Education team, which includes Little Village Education Collaborative (LVEC) team, Community Schools Resource Coordinators, Community Schools Managers, SEL Coordinator, Parent Mentors Program Coordinator; organizing and advocacy team, development team, partners, and school principals

Informs: Enlace staff

Status: Full-time

Essential Duties and Responsibilities

The Education Evaluation and Data Specialist works with the Enlace evaluation team to support staff in data management and building structures to support continuous quality improvement practices for education programs and initiatives. Specifically, they support education team members in developing data tracking systems, with data extraction and analysis, and identifying and developing data collection tools. The Specialist also develops data visuals for interpretation with teams as well as assists with data collection and analysis for education grant reports. The Education Evaluation and Data Specialist is also responsible for developing a year-long evaluation timeline, monitoring data collection and developing the local annual evaluation reports for 21st Century Community Schools Learning Centers (21st CCLC) grants.

Essential Responsibilities:

- Works hand in hand with Enlace education team members and community stakeholders to co-create evaluation processes and build capacity and organizational supports; supports teams in developing evaluation questions to capture complex initiatives and evaluate social impacts.
- Supports the education team by providing technical assistance related to data systems and data tracking tools.
- Supports the education team by assisting in the creation of evaluation tools for data collection (protocols, assessments, surveys, mapping, focus groups, etc.).
- Extracting data for analysis and developing data visuals presentations for staff, grant reports, and with community members; develops data visuals against community statistics and over time (t-test, bivariate analysis, regression, correlations, etc.) to help determine impact.
- In collaboration with the Evaluation and Data Director, drives evaluation processes including the methodology and logical frameworks for developing goals, indicators, and outcomes.
- Monitors progress towards Community Schools program objectives and ensures that programmatic activities are aligned with Enlace's Community Schools model and Education team mission, vision and framework.
- Administration, technical assistance, monitoring and maintenance of Enlace database which includes, but is not limited to: database training, develop database workflows/manual, cleaning

for duplications, identifying missing data, maintain historical data, data migration, user access, data dashboards/reports, data privacy settings, etc. for the Education team.

- Develops data policies & procedures for clarity in data collection, data input, and data monitoring.
- Supports the education team with reporting by monitoring data for 21st CCLC programs, collaboratively developing a year-long reporting timeline, compiling and analyzing data needed for reports, developing narratives for evaluation components with the team, and ensuring data is up-to-date and accurate in the Cityspan database (and other data systems).
- Supervises and supports an education evaluation consultant/intern in implementing evaluation tools and with data analysis for the 21st Century Community Schools local annual evaluation.
- Provides support with the coordination of professional development and trainings related to evaluation and data.
- Attends education department meetings, community partner meetings, and data & evaluation specific meetings/tables to better understand community needs and aspirations for education in Little Village as well as systemic issues and challenges.

Required Skills and Qualifications:

- Knowledge of and experience with afterschool programs, youth development, community schools model, community/school collaborations, education data, evaluation and research.
- A minimum of a bachelor's degree and three years of experience in coordinating education programs, grant writing/reporting and working with data systems, with progressive experience building tools for evaluation
- Master's degree and five years of experience preferred, leading evaluation efforts in education programs, grant writing/reporting, data systems, and building data reports and tools.
- Experience in developing program evaluations, including identifying evaluation questions, data to be collected, designing systems to collect data (quantitative and qualitative), developing data collection tools, and data monitoring.
- Experience with statistical analysis.
- Commitment to collaboration, problem solving, and continuous quality improvement.
- Demonstrates a growth mindset.
- Excellent communication and organizational skills, including strong writing, research and presentation skills.
- The ability to coordinate several different projects at one time, working independently and with minimal guidance or oversight.
- Experience working with or knowledge of Chicago public schools data.
- Demonstrated experience in providing training to program staff preferred.
- Ability to relate to a diverse group of people.
- Commitment to social justice and racial equity.
- Experience with and commitment to working with urban Latino and immigrant communities.
- Advanced experience in Microsoft Office Suite, Google suite; intermediate experience with database systems (ie. Cityspan, ETO, Salesforce, Powerbase, Naviance, National Student Clearinghouse) and excel (multi-level data sorting, formulas, filtering, etc.); experience with SPSS desirable.
- Bilingual English and Spanish
- Familiarity with Illinois Learning Standards and Illinois Statewide Afterschool Quality Standards is a plus.

COMPENSATION: Salary based on experience; comprehensive benefits package including health, dental, life, and short and long term disability insurance, 403b retirement options, and generous paid time off.

Enlace Chicago is an Equal Opportunity Employer.

Interested applicants should submit a cover letter and resume to jobs@enlacechicago.org, using the title "Education Evaluation and Data Specialist" in the subject line.

Deadline for submission: 1/5/21