



Violence Prevention 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 Violence Prevention 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: Violence Prevention Director, VP Managers, VPC & LVYSN Coordinator, Evaluation and Data team

Communicates with: Violence Prevention team members, Little Village Youth Safety Network (LVYSN) partners, Development team

Informs: Enlace staff

Status: Full-time

Essential Duties and Responsibilities

The VP Evaluation and Data Specialist works with the Enlace evaluation team to support staff in data tracking and management, building structures to support grant reporting and continuous quality improvement practices for VP programs and initiatives (street outreach, mental health, VP programs, victim advocacy, safe passage, and collaborative networks - Little Village Youth Safety Network and Violence Prevention Collaborative).

Specifically, the Evaluation and Data Specialist extracts data and conducts analysis for grant reports, develops data collection tools (surveys, interviews, focus groups, etc.), provides technical assistance and training for data tracking and management, creates data monitoring tools, and leads in evaluation processes. The Specialist manages the Enlace internal database in collaboration with the evaluation team, which includes building reports, new data tracking tools, dashboards, training staff, setting permissions, and managing technical assistance. They also work closely with 8-10 community based organizational partners in the Little Village Youth Safety Network (LVYSN) overseeing data management, database development, and evaluation processes. The Specialist develops data visuals and conducts research for LVYSN initiatives and quarterly meetings.

Essential Responsibilities:

- Works hand in hand with Enlace VP team members and community stakeholders to co-create evaluation processes and build capacity and organizational support; supports teams in developing evaluation questions to capture complex initiatives and evaluate social impacts.
- Works closely with partners in the Little Village Youth Safety Network (LVYSN) with database management and training, data and compliance tracking for grant reports, and disseminating/presenting data.
- In collaboration with the Evaluation and Data Director, drives evaluation processes including the methodology and logical frameworks for developing goals, indicators, and outcomes.
- Collaborate with the VPC & LVYSN Manager and staff to support in the planning, preparation, and organization of quarterly meetings, MOU process, grant compliance and data-admin support.
- Supports LVYSN in the development of data benchmarks and the tracking of benchmarks.

- Administration, technical assistance, monitoring and maintenance of Enlace database which includes, but is not limited to: database training, develop database workflows/manuals/videos, cleaning for duplications, identifying missing data, maintain historical data, data migration, user access, data dashboards/reports, data privacy settings, etc. for the Violence Prevention team.
- Develop data policies & procedures for clarity in data collection, data input, and data monitoring
- Developing reports, tracking tools, and dashboards; Assist in developing data collection tools in collaboration with Evaluation Director, staff, and partners (Surveys, focus group questions, etc.)
- Recruit, hire, and manage data intern/contracted staff for larger evaluation projects and data input.
- Clean and analyze data; develop charts, graphs, and other data visuals against community statistics and over time (t-test, bivariate analysis, regression, correlations, etc.) to help determine impact; data validity, significance, bias, and patterns based on statistical significance.
- Research population data and violence prevention data (census, city, state, national, etc.); Assist in data collection for needs assessments; Keep abreast of new trends in data, inventory of external data resources, validity of existing repositories of data, etc.
- Support Evaluation and Data team in organization-wide projects towards developing organizational capacity for data collection and evaluation such as: database improvements, logic models, CQI model development, etc.
- Represent Enlace at CP4P data managers table and other community meetings/initiatives focused on violence prevention.
- Attend partner and staff team meetings to stay current on initiatives and activities in the community.
- Other duties as assigned.

Required Skills and Qualifications:

- A minimum of a bachelor's degree and three to five years of experience working with data systems, managing data, working with youth and/or community-based initiatives, with progressive experience building tools for evaluation, developing data visuals and presentations.
- Master's degree and five or more years of experience leading data and evaluation efforts with community partners, working with youth and/or community-based initiatives, developing data visuals/presentations, managing data systems, and developing data collection tools preferred.
- Experience and/or knowledge of community-based violence prevention work; familiarity with violence prevention models and research.
- Experience gathering data and facilitating group analysis/discussion communicating research findings to a wide range of audiences.
- Experience with statistical analysis preferred.
- Experience implementing evaluation processes, including identifying data to be collected, designing systems and tools to collect data (quantitative and qualitative) preferred.
- Commitment to collaboration, problem solving, teamwork and continuous quality improvement.
- Excellent communication and organizational skills, including strong writing, research and presentation skills and the ability to coordinate several different projects at one time.
- 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 training/experience in Microsoft Office Suite, Google suite, excel (multi-level data sorting, formulas, filtering, etc.); intermediate experience grant reporting/data systems (eg. Cityspan, ETO, Salesforce, Powerbase); experience with SPSS or other data analysis software desirable.
- Ability to work independently with minimal guidance or oversight.
- Bilingual English and Spanish.

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 “Violence Prevention Evaluation and Data Specialist” in the subject line.

Deadline for Submission: Open until filled.

Additional requirements: Enlace Chicago staff are required to provide proof of vaccination or have an approved Medical exemption prior to starting employment.