

## GREAT FUTURES START HERE.



The Boys & Girls Club of Greater Lowell is a 501(c)(3) nonprofit youth development organization governed by a 33-member Board of Directors. Our Club is an afterschool and summer program focused on providing members with opportunities for success through three main program focus areas: Academic Success, Healthy Lifestyles, and Good Character and Citizenship.

**Position:** Program Evaluation Assistant

**Staff Supervisor:** Alisha Rojas Harrison, Program Director

### Overview:

The **Program Evaluation Assistant** is an AmeriCorps VISTA service position responsible for exploring the Club's current methods of tracking analytics related to programming and building a new suite of evidence-based tools best suited to measure the positive impact our Boys & Girls Club of Greater Lowell has on low-income youth. The candidate will develop and implement a new database or web-based system for measuring and tracking outcomes and train staff in how to use this system, as well as develop logic models for each program area (e.g. Education & Arts, Music, Pathways, Nutrition) to align our outcomes with our goal of ending generational poverty in Lowell.

### Responsibilities:

- Evaluate current methods for measuring outputs and outcomes
- Work cross functionally with management and staff to gather data
- Research best practices in youth development evaluation at other youth agencies
- Implement organizational guidelines for tracking metrics based off of each individual department
- Create a file of evidence-based tools best suited to measure the positive impact of the Club on low-income youth

### Qualifications:

- Two years college education or equivalent experience
- Interest in community engagement
- Strong organizational, research and analytical skills
- Experience with fundraising and development
- Multilingual in Spanish or Khmer is a plus, but not required

### AmeriCorps VISTA Program Benefits:

- Flexible schedule and ability to accommodate additional employment
- Assistance with current/previous education costs
- Professional development opportunities
- Employment security through contracted service position

**Hours:** Flexible hours; 40 hour per-week, remote position.

*\*\*This is a three-year AmeriCorps VISTA **service position, not a salaried or hourly job.** The candidate will be provided a stipend, along with additional benefits such as access to virtual and in-person training, career development, networking opportunities, and more.*

Interested?

Please contact the Volunteer Coordinator, Tara Levine, at [tara.levine@lbgc.org](mailto:tara.levine@lbgc.org)