



Data Evaluation Coordinator

Reports to: Director of Operations

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: \$19.00- \$21.00

Job Type: Part-time; 28 hours a week

Overview/Position Summary

BGCGL Data Evaluation Coordinator leads and provides oversight for Boys and Girls Club of Greater Lowell data-driven management and evaluation programs. This position oversees efforts to measure, analyze, and report on the organization's programmatic impact and organizational effectiveness and builds an organizational culture that uses data to improve programs and practices.

Responsibilities/Skills and experience relevant to this position:

Data and Reporting Systems

- Works with other organizational leaders to create a culture of data-driven management.
- Oversees ongoing design, customization, and improvement of data collection systems and reporting structures, including MyClubHUB, NYOI, YPQA assessments, and program evaluations.
- Develops and oversees data monitoring strategy and data quality reviews.
- In partnership with the Director of Operations develops data collection policies and practices and monitors uniform data collection compliance and quality across organizations.
- Oversees and ensures relevant staff are trained in data collection, interpretation and reporting (both onboarding and ongoing training).

Evaluation

- Oversees ongoing Club member feedback on programming and relationship building. Work with managers to ensure feedback is analyzed, program changes are implemented as appropriate.
- Develops reports for internal and external audiences.
- Identifies methodologies and tools to ensure objective quantitative and qualitative measurement of program outcomes.
- Develops data collection policies and practices and monitors uniform data collection compliance and quality across organizations.
- Displays cultural knowledge and sensitivities while building relationships and evaluation methods across different demographic groups.
- Trains staff and partners and provides tools to ensure proper application of evaluation tools.
- Excellent written and communication skills.
- Proficient computer skills along with ability to learn and utilize multiple platforms.
- Attention to detail, willing to learn and have
- strong organizational skills.
- Interest in working with multicultural teams with diverse constituencies.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.

Qualifications

- Ability to manage and supervise members age 8 to 18 in a safe environment
- Ability to work in environment with loud noises
- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse prevention
- Must support Club values
- Education: Bachelor's degree or at least 3 years of data and evaluation experience
- Bilingual/Bicultural Preferred
- Age requirement: 21 plus
- Authorized to work in the U.S.
- MA or NH driver's license and good standing driving record

Benefits

- Paid time off, Medical, STD/LTD, Life Insurance, Training, etc. – for a full list of benefits, please see our website.
- Flexible work schedules and work from home opportunities are available.
- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with a positive, community minded team, along with amazing young people.

How to respond

- Please submit your resume to JuanCarlos Rivera, Director of Operations at jcrivera@lbgc.org.

GREAT FUTURES START [HERE](#).



Our Hiring Process and Timeline

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin in-person (or video) interviews on Jan. 5th, 2023
- We would like to have selected the candidate by January 30th, 2023.

Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check.