



**Position Title:** Research and Data Analyst

**Department:** Research & Evaluation

**Responsible to:** Director of Research & Evaluation

**FLSA Status:** Exempt

**Location:** Washington, D.C.( hybrid ), Indianapolis, IN considered

**Background:** Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. Via a network of affiliated organizations across the United States and Canada, our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and to grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: People, including trained staff and volunteers who build lasting, mentoring relationships; Environment, spaces that are girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect; and Programming that is high quality, research-based, hands-on, minds-on, age-appropriate, and meets the needs of today's girls. Informed by girls and their families, we also advocate for legislation and policies to increase opportunities for all girls. Join us at [www.girlsinc.org](http://www.girlsinc.org).

**Departmental Role:** The National Girls Inc. Research and Evaluation department (R&E) provides the data-driven insights to ensure that, locally and nationally, Girls Inc. is known as the experts on girls. R&E produces informational products that provide support for national and local affiliate teams to tell a data-driven story of "Why Girls Inc.?" and how The Girls Inc. Experience impacts the lives of girls, volunteers, and staff. We lead national conversations about what it's like to be a girl today, providing research and information to inform programming, public policy, and development efforts for the Girls Inc. network.

**Position Summary:** As a part of the Research and Evaluation Team, and reporting to the Department Director, the Research Associate oversees the administration, analysis, reporting, and insights generation of survey and evaluation tools that comprise Girls Inc.'s annual Strong, Smart, and Bold Outcomes Measurement Strategy (SSBOMS).

The position requires strong research, project and dataset management, and analysis skills, and requires analyzing and reporting of large datasets, developing and working with program logic models, and collaborating with national and local teams to establish and/or improve data collection processes, systems, and data use for learning.

**Principal Responsibilities:**

- Supports the analysis of Girls Inc. data using quantitative statistical techniques and qualitative data analysis, interprets results in reports and presentations
- Develops code books and data analysis protocols to support qualitative data collection and analysis across the network
- Designs and develops outcomes reporting tools and dashboards in MS PowerBI to share results
- Collaborates across Girls Inc. network to develop translational research tools
- Partners with affiliates to inform and strengthen the SSBOMS
- Reviews academic and youth development literature and think tank reports for relevant contextual information and best practices, develops literature reviews for R&E department
- Actively participates in continuous improvement of departmental processes and procedures
- Scans, identifies and compiles reports from youth serving or youth focused organizations and disseminates summary report across Girls Inc. network
- Collaborates closely with other team members and national staff to generate insights that strengthen the work of Girls Inc. and affiliate network; collaborates with national staff to report to funders and other stakeholders
- Develops program improvement tools and trainings for Girls Inc. program leaders using SSBOMS generated data and/or program-specific data
- Supports and partners with the Director of Research & Evaluation to develop and/or update evaluation approaches to benefit departmental planning and improvement
- Effectively communicates complex information and methods lay audiences
- As needed, represents Girls Inc. research to staff, funders, other researchers, and policy makers in the Youth Development field through publications, meetings, and presentations

**Qualifications:****Education and Experience**

- Master's Degree in education, youth development, public policy, social work, public health, or related discipline, with a strong background in data analysis and statistics.
- 3-5 years of survey research experience and managing large datasets.
- Experience with IRB

**Skills and competencies**

- Extensive ability to manage and analyze large datasets using basic and advanced statistical techniques, including multivariate analysis and structural equation modeling.
- Extensive experience developing, managing, and analyzing data from surveys.
- Experience with surveying platforms (e.g., Qualtrics)
- Demonstrated proficiency using a statistical software package such as SPSS or R, including the use of syntax.
- Proficiency in both quantitative and qualitative data Or management and analysis.

- Demonstrated organizational, project, and time management skills.
- Excellent attention to detail.
- Exceptional problem-solving and strategic reasoning skills
- Excellent written and verbal communication skills; ability to write reports and to communicate technical findings to technical and non-technical audiences.
- Ability to present information and respond to questions effectively from various organizational positions--from top management to national colleagues to non-profit executives to frontline staff.
- Experience working with data initiatives in a non-profit setting; Girls Inc. experience highly desired.
- Ability to respond effectively to inquiries or complaints with a positive, customer-service orientation

*Other characteristics*

- Is committed to the Girls Inc. mission and to the advancement of equitable evaluation practices; espouses diversity, inclusion, and equity as personal and professional guideposts.
- Is able to work within teams as well as autonomously
- Is flexible and able to develop expertise quickly to support innovative efforts
- Welcomes and responds to feedback, is able to travel within the United States and Canada for conferences, trainings, site visits and data consultation interviews.

In addition, the applicant must be able to appreciate, and advance diversity and have experience with working with multicultural populations, and adhere to all **Girls Inc.**

**Organizational Values**, which are:

- Recognize and support the strength in every girl
- Respect the dignity of each human being and demonstrate genuine care and concern for the well-being of others.
- Understand and appreciate diversity, embrace inclusiveness, and advance equity.
- Drive for results anchored in integrity and accountability.
- Collaborate for impact.

**HOW TO APPLY:** Interested applicants must submit a resume with a cover letter to: [humanresources@girlsinc.org](mailto:humanresources@girlsinc.org). Please enter **Research Associate and Data Analyst** in the subject line. The deadline for applications will be April 8, 2022. Resumes/cover letters received after the deadline will not be considered. No phone calls, please.

**GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER.**