



Philadelphia Youth Network, Inc. Job Description

Job Title: Data Specialist		Location: 400 Market Street, Suite 200
Division: External Relations		Department: Program Learning and Development
Reports to: Manager, Program Learning and Development		Date Posted: 12/19/2018
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Type of Position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Temporary <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Intern

About the Philadelphia Youth Network:

The Philadelphia Youth Network (PYN) is a solutions-builder forging together significant players to alleviate a root cause of poverty by preparing 12-24-year-olds to become productive working adults. Our work is grounded in the understanding that young people need access to both education and employment, proven factors in being prepared for a career. With a track record of increasing impact, PYN funds and brokers action with the right partners to collectively address barriers. PYN constructs systems to create change, while innovating to meet evolving needs. Together with our partners, PYN dramatically changes the trajectory of individuals' lives by giving voice to underserved youth, and ultimately creating a pipeline for an educated, engaged workforce. For more information, visit www.pyninc.org.

About the Program Learning and Development Department:

The Program Learning and Development Department (PLD) promotes evidence-based practices and decision-making among PYN's initiatives. This is done through analyzing participant data from PYN programs, developing frameworks and guiding principles based on research, and collaborating with external partners to shed light on our work. In Summer 2017, PLD is supporting PYN's goal of increasing equity through collaborating with external partners to implement a partial lottery system in determining who receives a job. Successful implementation of this lottery is critical to providing opportunities to those who could benefit the most and understanding the impact of participation in a summer job.

General Description:

The data specialist will play a critical function in supporting data-informed decision-making, specifically for PYN's Summer Program on behalf of WorkReady Philadelphia. This person will develop tools, reports, and visualizations which easily translate PYN's wealth of data into insights for program staff. This includes extra data from multiple internal sources; cleaning, merging, and wrangling the data; working with the PLD team to conduct exploratory analysis; and, developing and maintaining tools which are used regularly by staff. This process requires not only ability to glean insights from data but also work with stakeholders to understand questions of interest and the ways in which data

can be inserted into these processes.

Essential Functions:

Data Analysis

- Extract data from internal data sources, bringing in external data for additional context as appropriate
- Clean, merge, and wrangle data into a “tidy” format
- Work with the PLD team to conduct exploratory analysis to glean insights from data
- Fulfill data requests from staff using processes that are transparent and reproducible

Development of tools

- Support the PLD team to create reports and visualizations which demonstrate trends and progress toward key performance indicators
- Development and maintain tools which allow program staff to access data about key questions of interest

Stakeholder engagement

- Collaborate with internal staff to understand key questions of interest
- Support implementation of data-related tools by providing relevant training to colleagues

Other

Support PLD team in other data related needs

Education, Experience & Skills Required:

- Bachelor’s degree in Public Policy, Economics, Mathematics, Statistics or Computer Science (working toward or attained master’s degree preferred)
- Analytical mindset and desire to use data and evidence to inform decision-making processes
- Experience with data analysis and statistical programming languages preferred (experience with R a plus)
- Experience working in education, workforce development, or policy-making a plus
- Strong verbal and written communication skills
- Successful completion of background checks (PA state criminal, Department of Public Welfare Child Abuse and F.B.I. fingerprinting)

Interested candidates should send a cover letter and resume to jobopps@pyninc.org.