



Philadelphia Youth Network, Inc. Job Description

Job Title: Evaluation Specialist		Location: 400 Market Street, Suite 200	
Division: External Relations		Department: Program Learning and Development	
Reports to: Manager, Program Learning and Development		Date Posted:	
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours: 37.5 per week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Temporary <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Intern	
<p>About PYN:</p> <p>PYN is an intermediary organization that works with cross-sector partners to expand access to services for underserved young people ages 12-24. PYN's vision is to alleviate poverty and inequity through education and employment. PYN's mission is to create coordinated systems which promote the attainment of academic achievement, economic opportunity and personal success. We know that Philadelphia struggles with challenges that have serious implications for not only our young people but for our city overall. Founded in 1999, PYN has always prioritized services to communities with limited resources and access to opportunity. Since its inception, PYN has secured more than \$500M dollars from public and private sources and managed more than 200 contracts with community-based organizations to create high-quality opportunities for more than 160,000 young people.</p> <p>About the Program Learning and Development Department:</p> <p>The Program Learning and Development Department 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.</p> <p><u>General Description:</u></p> <p>The Evaluation Specialist is a member of the Program Learning and Development Department and primarily responsible for the successful implementation of the WorkReady Summer evaluation. In Summer 2017, PYN partnered with researchers from the University of Pennsylvania and J-PAL (out of MIT) to study the long-term impact of</p>			

participation in a summer job. This rigorous evaluation includes a partial lottery system for determining who is placed in a job.

This individual will be support the development of an evaluation plan, assist with the development and fielding of surveys and assessment tools, manage provider relationships specific to the evaluation and lottery, and oversee the successful enrollment and retention of study participants.

Essential Functions:

- Support the development of a comprehensive evaluation plan for WorkReady Summer
- Oversee work plan for implementing WorkReady Summer evaluation strategies – including impact study and roll out of assessments tools and surveys
- Help develop provider materials for communicating about the lottery
- Schedule calls with providers as needed, manage and support individual provider lotteries and the general pool lottery
- Monitor status of randomized slots throughout the process
- Help to pull and analyze data about enrollment status and share on a daily basis with Enrollment and Retention Specialist
- Work with PLD staff to operationalize youth development frameworks for additional data collection
- Support the fielding of new assessment tools and surveys, including coordinating with providers
- Manage process for collecting information from control group participants as needed
- Provide additional capacity for collecting qualitative data and observations during the six weeks of program
- Specifically, offer special support to other PYN departments team as needed to support evaluation activities

Education, Experience & Skills Required:

- Bachelor's degree in social science or related field. (Pursuing graduate degree preferred)
- Strong project management skills
- Proficiency with Microsoft Excel and ability to quickly learn new data systems
- Experience with surveys and qualitative data collection
- Ability to take ownership and drive responsibilities through to completion
- Excellent customer service skills
- Strong organizational, analytical, critical thinking and problem-solving skills
- Strong verbal and written communication skills
- Detail-oriented
- Ability to excel in a high-performing team and project a positive attitude
- 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.