Career Opportunity

Data Specialist
This position is grant-funded from March – October 2020

Philadelphia Youth Network (PYN) has an immediate opening for a temporary full-time Data Specialist who will work closely with the Program Learning and Development (PLD) team to clean and analyze data related to our internal programs and collaborative projects.

The **Data Specialist** will support the Program Evaluation Analyst in the cleaning and analyzing of data related to internal programs. There will also be opportunities to expand our reporting based on existing data and develop interesting projects and reports. Primary responsibilities include:

- Support data management and analysis for external research and evaluation projects
- Provide support to Evaluation Specialist in relation to summer survey projects
- Design and implement data analysis projects based on existing data and PLD needs
- Be available to the larger WorkReady Summer team to step in when additional support is needed with payroll, QR and other areas. Not to exceed 5.5 hours per week and only when SPCC responsibilities allow for it within the Program Learning & Development summer team

Position requirements:
- Bachelor's degree in education or related field preferred, master's and/or teaching license encouraged
- Bachelor's degree in related field of work
- Strong analytical skills
- Excellent excel skills
- Preferred knowledge of Power BI and SPSS
- Effective communication, problem-solving and teamwork skills
- Successfully pass 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 <u>jobopps@pyninc.org</u>.

PYN alleviates poverty by preparing young people to succeed in tomorrow's workforce. PYN coordinates partners that connect young people to education and employment experiences, equipping them with the skills employers need. As a result, PYN creates a system of services that help young people become successful, creating a diverse local talent pipeline. Learn more at pyninc.org.