



 267.502.3800

 info@pyninc.org

 400 Market Street
Suite 200
Philadelphia, PA 19106

Career Opportunity

Evaluation Specialist

This position is grant-funded from April – October 2021

Philadelphia Youth Network (PYN) has an immediate opening for a temporary full-time Evaluation Specialist. This position will support the development of an evaluation plan, assist with the development and fielding of surveys and manage provider relationships specific to the surveys.

Primary responsibilities include:

- Support data management and analysis for external research and evaluation projects
- Support the development of a comprehensive evaluation plan for the Summer program including youth, worksite and provider surveys as well as summer report cards
- Implement the evaluation strategies and provider communication plan including contributions to the weekly newsletter to share successes
- Refine surveys and work with IS to create and disseminate live surveys
- Provide clear communication to providers regarding the surveys and newsletter
- Respond respectfully and effectively to provider requests and questions
- In collaboration with IS, analyze last year's survey data for trends and present information in interesting and accessible formats
- Support the work of the Weikart Assessors by preparing and organizing information from prior Weikart Assessments
- Provide additional support to the Weikart Assessors as needed
- Collaborate in cross-functional teams to disseminate information and insure coordinated efforts
- Provide support to Evaluation Specialist in relation to summer survey projects
- Design and implement data analysis projects based on existing data and department needs
- Be available to the Summer program 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 position responsibilities allow for it

Position requirements:

- Bachelor's degree in social science or related field Bachelor's degree in related field of work
- Excellent Excel skills
- Survey design experience and skills
- Accountable and able to work both independently and cooperatively
- Experience with youth programming a plus
- Successfully pass background checks (PA state criminal, Department of Public Welfare Child Abuse and F.B.I. fingerprinting)

Interested candidates should email a cover letter and resume to jobopps@pyninc.org and please indicate Evaluation Specialist in the subject line.

The Philadelphia Youth Network values the safety of our staff, our partners, and our young people. Due to the COVID-19 pandemic, PYN is following safe practice guidelines and operating temporarily remote until further notice. Please contact hrdepartment@pyninc.org with questions about PYN's remote work.

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.