



Data and Evaluation Specialist

ORGANIZATION OVERVIEW

Beyond Emancipation (B:E) supports transition aged youth with experience in the foster care or probation systems in their transformation to live healthy, connected, and productive lives. Since 2010, B:E has worked to develop, integrate, and now disseminate an approach to services based on coaching principles and techniques. The resulting model, *Creative Connected Resourceful and Whole*, ensures youth have support to build capacity, expand possibilities, and achieve greater fulfillment and success while staying on track with life objectives in five core areas: housing, education, employment, permanency, and wellness.

B:E has grown rapidly since it was founded in 1996. Our budget for 2016-17 is approximately 4 million. Contracts with the Social Services Agency (SSA), corporate and foundation grants, and individual donors support our work. The office environment is friendly, casual, mission-focused, and fast-paced. More information is available at: www.beyondemancipation.org.

B:E is always looking for talented, self-motivated individuals to join our team. If you think you are ready to be a part of an exciting team, then we encourage you to continue with this applicant friendly, online job application!

B:E is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.

POSITION

The Data and Evaluation Specialist will require an individual familiar with non-profit client software solutions. Beyond Emancipation uses the APRICOT data base system, therefore the ideal candidate will have knowledge of that platform or the ability to rapidly learn Apricot based on experience with other database programs. The candidate should have the ability to analyze outcomes for improved strategic and programmatic decision making. This position will also require best efforts to ensure that all data is correctly gathered by staff and entered on a regular basis. The Data and Evaluation Specialist will both run reports in APRICOT and create new reports to pull numbers as needed.

ESSENTIAL FUNCTIONS

- Troubleshooting for staff in the use of the APRICOT platform by assisting staff individually if necessary
- Provides regularly data and evaluation updates to all staff
- Provides reports to Specialists, and analyzes all outcomes to assist senior leadership to make appropriate programmatic decisions
- Meets regularly with program Managers and their teams to establish and monitor data entry and collection protocols, review and interpret data
- Translate reports and creates comprehensive policy briefs that will guide senior leadership to shift youth development strategies based on gaps uncovered
- Develops procedures for streamlining data collection and reporting processes
- Supports organization in producing required reports for grants compliance

- Performs other duties as assigned.

QUALIFICATIONS

- Bachelor's Degree in related field required
- APRICOT certification preferred but not required
- Ability to learn new data systems rapidly and migrate existing data to new platform required
- 3-5 years of experience in technology and familiarity with databases desired
- Excellent written and oral communication skills required
- Demonstrated ability to work well independently and as a member of a team, and with a wide variety of stakeholders, including government agencies, educational institutions, and other community based organizations
- Strong time management, organization, and documentation skills

PHYSICAL DEMANDS

This position requires sitting and using a computer for extended periods. In addition, lifting and moving equipment or boxes of files may be occasionally required. Work may take place in multiple locations.

COMPENSATION AND HOURS

This is a full time, non-exempt, salaried position. Your schedule will vary based on need and could extend into the early evening, with some weekend hours. Salary is between \$53,000 to \$55,000 annually depending on experience. Benefits are generous, with fully paid employee health and dental insurance and 80% dependent coverage. Paid time off includes vacation, sick, as well as holidays. Voluntary vision and retirement plans are also available.

EQUAL OPPORTUNITY

We recognize that in order to better serve our clients we need to continue to build an organization that supports, understands and lives diversity - in our staffing and in our values. Our commitment to a coaching model is a step towards building a supportive community and we encourage diverse candidates who will be a leader in integrating our work and values to transform the life of our clients. B:E is an equal opportunity employer, and we seek to develop a diverse workforce.

Please send cover letter and resume to Leslie Wallace, Human Resources at lwallace@beyondemancipation.org with the subject line "Data and Evaluation Specialist."