

## Evaluation Manager

UTEC is looking for an energetic, inquisitive and creative systems thinker to join UTEC's evaluation team to our data- and outcomes-driven culture focused on continuous improvement and learning. UTEC's evaluation work consists of four major areas: (1) internal data collection, performance management and analysis using Efforts to Outcomes (ETO), a web-based database for UTEC staff to record their work; (2) external partnerships with evaluators; (3) grant reporting and contract management; and (4) primary or secondary research on young adult development and workforce development. The focus of this work is to support continuous learning and improvement within UTEC, at both the program and organizational levels. Data and analysis is instrumental in communicating our impact to external audiences, including funders and the general public.

### **RESPONSIBILITIES**

- Serve as a strong advocate to program staff of the value and importance of high quality data (uniform, complete, and accurate) in helping them to do their jobs
- Oversee and coordinate accurate and timely data collection and entry with program staff and create streamline data collection systems for direct input
- Prepare data reports and analysis based for funder reports and in response to ongoing data requests by program managers
- Provide ongoing training for staff on ETO, including how to enter, access, and use data for both case management and performance management
- Assist Director of Evaluation in revising, refining, and updating data collection procedures to streamline processes and reflect changes to the program model
- Create and maintain a user guide on ETO for new staff and each department
- Conduct regular data audits to ensure that the data are high quality
- Assist Director of Evaluation in developing and analyzing participant satisfaction surveys to assess how young adults are experiencing the programs
- Manage systems of making data visible in the building
- Conduct literature reviews and research syntheses related to UTEC's work
- Participate in team-building activities along with other UTEC staff
- Other duties as needed

### **QUALIFICATIONS**

- Bachelor degree required; Master's degree highly preferred
  - Relevant degrees may include, but are not limited to, humanities and the social sciences, computer science, public policy, data analytics/big data or economics with a strong emphasis on statistics or program evaluation
- Previous experience with research, program evaluation, data entry, analysis, and program/grant reporting required
- Previous experience using Social Solutions, ETO, online survey tool (Qualtrics, REDCap, Survey Monkey), and visualization tools (Tableau, Venngage) preferred
- Strong proficiency with databases and Excel, and very comfortable with new technology required
- Previous work experience in organizations focused on youth development, emerging adults, workforce training, alternative education or social justice preferred but not required
- Strong attention to detail
- Good analytic skills including comfort with numbers and basic statistics
- Organized, focused, and diligent

- Excellent interpersonal skills; able to work with a range of staff across different programs, teams, and levels (from direct service staff to organization leadership)
- Solid written and verbal communication
- Flexible and highly adaptive in the face of shifting priorities and deadlines
- Works well independently and as part of a team; able to set your personal deadlines and goals and self-manage projects
- Open-minded and committed to diversity in views, cultures, and beliefs
- Commitment to supporting UTEC's mission and values
- Curious and comfortable at giving and taking feedback
- Ability to laugh at oneself

**SALARY/BENEFITS:** Salary commensurate with experience; 3 weeks' vacation, paid holidays and sick/personal time, subsidized health/dental benefits, Roth or Traditional 401(K), training stipend and home-buyers incentive program.

**TO APPLY:** Apply via email only by submitting your resume, cover letter and a brief writing sample to [ckelly@utecinc.org](mailto:ckelly@utecinc.org) with the subject line "Evaluation Manager Job Application." Cover letters should detail relevant analytic and research experience. Please also indicate in your cover letter where you heard about the position. Applications will be reviewed on an ongoing basis. No phone calls, please.

**ABOUT UTEC:** UTEC is a nationally-recognized model in young adult development. Our promise is to ignite and nurture the ambition of our most disengaged young adults to trade violence and poverty for social and economic success. UTEC's outcomes-focused model begins with intensive street outreach, reaching proven-risk young adults "where they're at." UTEC engages young people in workforce development programs and alternative education and provides intensive case management. Social justice and civic engagement are embedded in all programming. For more info, please visit [www.UTECinc.org](http://www.UTECinc.org).