

LATIN AMERICAN YOUTH CENTER
Job Description / Position Announcement

Department: Learning and Evaluation
Title: Director of Learning and Evaluation
Category: Full Time

***** This is an immediate opening, applications will be reviewed on a rolling basis *****

General Description

The Latin American Youth Center (LAYC) is a not-for-profit organization serving immigrant and minority youth in the Washington, D.C. metropolitan area. LAYC seeks to help youth become successful and happy young adults by providing a comprehensive set of programs to meet youth where they are and help them build the skills they need to succeed and become change agents in their community. For additional information on LAYC, please visit our website: www.layc-dc.org

The Director of Learning and Evaluation is a member of LAYC's senior management team and will provide leadership and day-to-management for all performance management and evaluation activities at LAYC. The Director will oversee the design and maintenance of LAYC's performance management systems, all data collection using Efforts-To-Outcomes software (ETO), and all internal evaluation efforts. The Director will also supervise a team of Learning and Evaluation Specialists and Assistants. For additional information on LAYC's Learning and Evaluation Department, please visit: <http://www.layc-dc.org/index.php/results.html>

Principal Duties

- Work in close cooperation with LAYC's Chief Operating Officer to update and maintain LAYC's performance management infrastructure, including the use of ETO and evaluation of each LAYC program.
- Design or modify specific data collection instruments for each LAYC program such as pre/post-tests, surveys, assessments, interview guides, and focus group protocols;
- Analyze collected output, attendance/dosage, and outcome data and prepare reports for internal use and external distribution summarizing analyzed results. Disseminate evaluation results to LAYC partners, including federal and municipal agencies, foundations, community organizations, and youth;
- Act as liaison between LAYC and all external evaluation projects and organizations;
- Work closely with LAYC's Development / Fundraising Office to provide outcome information for proposal writing and author text for evaluation plans and logic models;
- Represent LAYC publically and regularly present/speak on LAYC's evaluation and performance management work to a variety of audiences (existing and potential funders, government officials, foundations, etc.);
- Supervise team of Learning and Evaluation Specialists and Assistants and ensure smooth operation of the Learning and Evaluation Division, including identifying and overseeing professional development opportunities;

- Promote a culture of reflection, learning, and data-based decision making among LAYC staff and participants.

Requirements

- Master's degree in public policy, public administration, public affairs, sociology, history, social work or related field that includes background on research and evaluation, outcome measurement, or statistics.
- A minimum of six years experience in performance management, evaluation, or related research practices.
- Experience working with databases, performance management systems, or other data collection systems. Experience with Efforts to Outcomes (ETO) strongly preferred.
- Experience completing research, evaluation, or performance management projects in one or more of LAYC's primary service and outcome areas: academic enrichment, employment and workforce training, housing for homeless / foster care youth, substance abuse and mental health treatment, gang prevention and intervention, or general youth development.
- Prior experience managing or overseeing research, evaluation, or performance management projects. This should include experience supervising staff, project budgeting and planning, and managing workflow.
- Complete criminal record clearance and medical clearance upon hiring.

Preferred Skills

- Fluency in written and spoken English. Fluency in written and spoken Spanish preferred. Experience translating documents from English to Spanish is also preferred.
- Very strong general computer skills.
- Excellent organizational and communication (verbal and written) skills.
- Extensive experience with spreadsheets, including use of Microsoft Excel. Ability to work with databases, (such as Microsoft Access) and experience with statistical analysis packages, including SPSS.
- Ability to design, modify, or administer written assessment instruments (pre/post tests and surveys) on youth development topics.
- Ability to provide ongoing staff training on data collection methods, evaluation concepts, and use of computers for data entry.
- Experience in design and modification of program logic models / theory of change models (or similar planning documentation).
- Ability to deal effectively with a wide range of individuals and organizations.
- Ability to oversee or assist in the completion of focus groups with youth and adult participants. Ability to conduct focus groups in Spanish preferred.

Supervision

This position reports directly to the LAYC's Chief Operating Officer.