

LAYC

Latin American Youth Center

POSITION DESCRIPTION

Title:	Director of Learning and Evaluation	FLSA:	Exempt
Program:	N/A	Status:	Full-Time (40h per week)
Reports to:	Chief Strategy Officer	Last Revised:	6/17/21
Job #:			

Latin American Youth Center (LAYC) is a nationally recognized, community-based, multicultural and multilingual youth development center, with the mission of empowering a diverse population of youth to achieve a successful transition to adulthood through multicultural, comprehensive, and innovative programs that address youths' social, academic, and career needs. Each year, LAYC works with approximately 5,000 children, teens, and families through a network of youth centers, housing programs, school-based sites, and public charter schools that offer a comprehensive set of high quality, culturally sensitive programs.

The Director of Learning and Evaluation (L&E) is a member of LAYC's Leadership Team and will provide leadership and day-to-day management for all youth and program data and evaluation activities at LAYC. The Director will oversee the design and maintenance of LAYC's ETO database, data collection, research, and analytics efforts and organizational efforts to use data to improve programs and share outcome results internally and externally. The Director supervises a team of Learning and Evaluation Specialists and Interns.

LAYC/MMYC is a culturally competent organization that prioritizes recruiting and supporting staff who have shared life experiences with our youth.

ESSENTIAL RESPONSIBILITIES:

- Utilize evaluation methodology, theory, practice, and findings to improve the services provided to LAYC's clients by deepening understanding of LAYC's programmatic interventions and foster the use of data to inform decision making and strategic planning.
- Oversee all quantitative and qualitative research, determination of important research questions, data collection and manipulation, statistical analysis, and technical writing and presentation.
- Promote a culture of reflection, learning, and data informed decision-making in the organization through the regular sharing of internal and external data with LAYC staff and partners.
- Work in close cooperation with LAYC's Senior Strategy Team, Directors, and L&E staff to update and maintain LAYC's performance measurement and analytics infrastructure, including facilitating and leading discussions around data use with staff from all levels within LAYC.
- Propose and oversee appropriate research designs for LAYC programs – including experimental, quasi- experimental, and mixed-methods designs.

- As necessary, create evaluation plans or other descriptions of proposed evaluation methods for current and future programming.
- Design, modify, and oversee various data collection methods, including surveys, interviews, and focus groups. This includes creation and modification of guiding materials such as survey administration methodology, interview guides, and focus group protocols.
- Oversee the quality and accuracy of LAYC's data collection infrastructure, including LAYC's performance management software, ETO.
- Supervise team of Learning and Evaluation Specialists and Interns and ensure smooth operation of the L&E Department, including identifying and overseeing professional development opportunities.
- Act as liaison between LAYC and all external evaluation projects and organizations – including experimental and quasi-experimental designs and oversee the execution of data sharing agreements.
- Work in collaboration with LAYC's grants and fundraising departments on proposals related to LAYC's program evaluations and potential new programs and evaluation projects.
- Oversee the preparation of reports and responses for LAYC funders to meet all reporting requirements related to outputs, outcomes, and evaluation results.
- Disseminate findings through publications and presentations to a variety of audiences such as LAYC staff, youth, LAYC's Board of Directors, funders, and professional associations.
- Represent LAYC as a member of the Leadership Team at a variety of functions.

POSITION REQUIREMENTS:

- Master's degree in public policy, public administration, education, social work, public health, or related field that includes background in research and evaluation, statistics, and/or nonprofit management.
- Minimum four years experience in performance measurement, monitoring and evaluation, or related research practices working with or within non-profit organizations.
- Experience building, customizing, and working with a client relationship management (CRM) software package. Preference for experience working with ETO. Preference for proficiency with Business Object Web Intelligence software (ETO Results).
- Demonstrated capacity to provide leadership and training in making data-informed decisions.
- Supervisory experience preferred.
- Academic or professional experience and training in quantitative and qualitative research/evaluation methods, including familiarity with conducting guided interviews, focus groups, and the use of related data collection and analysis techniques.
- Experience in creation, design, and modification of program logic models / theories of change.
- Experience with survey design, administration, and analysis. This includes item creation and modification of existing questions and response categories.
- Prior experience supervising staff, project budgeting and planning, and managing workflow.
- Experience evaluating youth development programs or social programs highly desirable.
- Comfort working with 'messy' data that may need to be regularly cleaned or updated, or that may need to be transformed or interpreted in different ways.

- Ability to communicate evaluation concepts to multiple audiences, including LAYC staff, youth/participants, parents, media, LAYC Board of Directors, and funders.
- Ability to work well and communicate with culturally diverse populations.

This is largely a sedentary position that requires the ability to speak, hear, see, and lift small objects up to 10 lbs. May require the ability to travel locally and/or regionally.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

LAYC is proud to be an affirmative action employer that values diversity as a strength and fosters an environment of mutual respect. LAYC is committed to providing equal employment opportunities without any regard to age, race, color, pregnancy, national origin, religion, sex, gender identity, sexual orientation, disability, veteran status or status within any other protected group.

TO APPLY

Please send a resume and cover letter to Susana Martinez, Chief Strategy Officer, at susana@layc-dc.org