Immediate Opening

Research & Outcomes Measurement Associate

POSITION SUMMARY

The Research and Outcomes Measurement Associate is responsible for leading and supporting research and evaluation activities across all council functions, with emphasis on measuring and assessing the impact of the Girl Scout Leadership Experience within the council’s jurisdiction. The incumbent oversees the compilation and analysis of related data for planning and other outcome-related activities. The incumbent takes a leadership role in improving research and evaluation policies, practices, and methods throughout the council. The incumbent is also responsible for collecting, extracting, analyzing, and summarizing a variety of different data elements into concise reports for internal senior management to support the council’s mission and strategic initiatives. The incumbent maintains an accurate and current reporting of information and provides information and analytic support to the council’s leadership team in order to facilitate strategic planning, policy-making, resource allocations, membership and population projections, and other processes requiring sound strategic analysis. The incumbent connects with the national GSUSA work and tools (with particular focus on the Girl Scout Research Institute.) The incumbent engages in dialogue with national/council research counterparts to assure consistency of application across the movement and to elevate the quality of research/evaluation work in the council and across the organization.

POSITION PRIMARY RESPONSIBILITIES

- Designs and conducts research and analysis studies on topics of importance to the council and its constituencies, with particular focus on outcomes measured of the Girl Scout Leadership Experience, membership initiatives and grant funded programs.
- Create surveys and evaluation tools to measure the effectiveness of programs and services offered. For evidence-based programs, assure fidelity to the model through the use of established evaluation formats. Utilize evidence-based practices in evaluation of social-emotional programs, entrepreneurship programs and outdoor programs.
- Ensure validity of all research by using sound methods of data collection and statistical analysis, selecting appropriate methodologies and developing and testing data collection instruments.
- Establish evaluation plans that include evaluation of impact of all department activities as needed, in addition to grant funded and community programs activities.
- Keep abreast of current research methods, technologies and resources.
- Oversees the implementation of data collection instruments and procedures, playing a key role in the continuous education of all program leads regarding impact and evaluation results.
- Conduct focus groups and research, prepare recommendations and present reports as a result of the findings as scheduled.
- Prepare monthly reports for the Leadership Team which consists of data pertaining to membership, retention, diversity, program outcomes and progress toward strategic initiatives.
- Prepare data and/or information for assigned grant funded programs as scheduled.
- Collect, analyze, and report information related to membership activities, programs and outcomes.
• Coordinate monthly with registration staff to assure APD registrations are timely and keeping pace with evaluation processes.
• Maintain a research database system and an indexed archive of Council information, using Salesforce information to create links between membership database, evaluation database, and grant-coded folders in SharePoint.
• Conduct on-going studies to evaluate demography, membership trends, and retention rates in relation to the goals established for grant funded programs and/or membership that connects to council work as it relates to nationally developed tools and best practice examples from other councils.
• Respond to requests for surveys, data, and information received from various departments within the Council as well as GSUSA;
• Serve on appropriate committees as requested.
• Apply human relations and conflict resolution skills in dealing with interpersonal problems.
• Adhere to federal COPPA requirements when entering evaluation information in internet-based systems related to members who are under the age of 13.
• Attend and actively participate in Council sponsored promotional activities and events.
• Assist with focus and/or task groups, which involve girls and/or adults as assigned.
• Maintains strict confidentiality and professionalism when handling sensitive information.
• Contribute to the goal of creating an inclusive organization by working harmoniously with diverse staff and volunteer personnel and ensuring that all systems, practices and procedures are inclusive.
• Perform other duties as needed or requested.

**POSITION REQUIREMENTS**

• BA/BS required (MA/MS preferred) in one of the following: Measurement and Evaluation, Research Methods and Statistics, Educational Research, Measurement and Evaluation, or certificate in Program Planning, Monitoring and Evaluation.

• Two years of direct program evaluation experience plus a degree in a related field may be substituted.

• One-year experience using SPSS or statistical software to convert data into meaningful reports.

For immediate consideration, please email your cover letter and resume to:

jobs@gscm.org