



## **Measurement & Improvement Coordinator**

### **Position Description**

#### **Overview of Boston After School & Beyond**

Boston After School & Beyond (BASB) is a nonprofit intermediary founded in 2005 that connects school, after school, and summer learning so that young people can develop to their full potential. A local organization with a national reputation, BASB catalyzes partnerships among the City of Boston, the Boston Public Schools (BPS), local and national funders, researchers, and over 180 programs to test new ideas and bring successful approaches to scale. BASB's efforts reached nearly 15,000 students in 2017.

Young people need opportunities to acquire the knowledge, skills, and experiences necessary to thrive in school, college, work, and life. The time spent outside of school—particularly in high performing after-school and summer programs—represents an opportunity for youth to develop and practice these skills, expand social networks, and build background knowledge.

BASB has a lean and productive staff focused on designing, building, and supporting a citywide learning system that draws on the strengths of Boston's rich and diverse array of programs, in concert with schools, in order to maximize the time spent outside of school. By working with BASB, programs pursue common goals, implement shared measurement, and have a greater impact on closing opportunity and achievement gaps than they would if they worked in isolation.

BASB's approach has taken root in the city, informing new innovations and reaching scale. In recent years, BASB and its partners devised an innovative, nationally-recognized approach to summer learning that is proven to get results. Mayor Martin J. Walsh and Superintendent Tommy Chang declared summer learning a citywide priority, creating the 5<sup>th</sup> Quarter of Learning, which reaches over 10,000 youth in over 130 programs. With a new grant from The Wallace Foundation, BASB and BPS are collaborating to enhance how schools and their after-school partners can improve social-emotional skills. Finally, in partnership with the United Way of Massachusetts Bay and Merrimack Valley and funding from the U.S. Department of Education, the BoSTEM initiative aims to create and improve high-quality, stimulating STEM (Science, Technology, Engineering, and Math) learning experiences.

A robust measurement and professional development system and the Achieve, Connect, Thrive Skills Framework underlie these initiatives. The size of BASB's program network has nearly doubled over the past two years, creating greater demand for BASB's service.

BASB seeks a Measurement & Improvement Coordinator who can assist with BASB's efforts to organize an accountable system of partner organizations committed to working collectively to better serve youth and to optimize the quality of their own programs. The right candidate will bring a strong combination of analytical and interpersonal skills.

## Responsibilities

The Measurement and Improvement Coordinator will support the implementation of measurement operations through a cycle from data collection to improvement strategies across BASB's network of partners and initiatives, including social-emotional learning, summer learning, teen initiatives, and STEM.

Specifically, the Coordinator will assist in managing BASB's badging initiative, helping programs to recognize and credential skill development in students. As BASB's network grows, the Coordinator will assist with measurement-informed professional development sessions that will focus on encouraging skills among students served. The Measurement & Improvement Coordinator will work as a team with the current Measurement & Improvement Coordinator, and report to the Director of Measurement & Improvement.

The Coordinator will need strong combination of interpersonal, time management, and analytic skills in order to form productive working relationships with co-workers and external partners and support them in a timely way.

### **1. Collaborate with program partners to ensure complete and accurate data collection.**

- Engage partners to understand their data needs, and any obstacles to data collection and completion.
- Collaborate with program partners and research partners to ensure partners administer surveys, receive observations, and complete all data collection.
- Track partner data completion, and identify solutions to assist partners as needed.
- Create training documentation, videos, or other materials to assist partners with common issues or other frequently asked questions.
- Collaborate with BASB Database Administrator (a new position) to assist providers on issues related to the BASB database, Cityspan, or contact partners whose data input appear to have problems.
- Collaborate with the current Measurement & Improvement Coordinator to ensure a seamless and positive experience for program partners.
- Communicate feedback on program partners' experiences with Cityspan or other BASB measurement-related processes to identify areas for future improvement.

### **2. Manage BASB's College & Career Readiness Badges and Middle School Skill Badges.**

- Coordinate the College & Career Readiness (CCR) Badge pilot project, ensuring a cohesive experience for partner programs.
- Collaborate with the Director of Measurement & Improvement on the Middle School Skill Badge initiative, identifying professional development needs and logistical next steps for programs.
- Coordinate with partner programs to ensure they are informed about the badging process and track completion of project milestones.
- Analyze effectiveness of badge initiatives, identify areas for improvement, and collaborate with Director of Measurement & Improvement on implementing solutions.



- Oversee BASB's rubric-grading and badge-sharing platform, ForAllRubrics, by providing user support and coordinating with ForAllRubrics to ensure the platform meets partners' needs.

### **3. Assist with measurement-related professional development sessions.**

- Collaborate with Director of Measurement & Improvement to craft professional development sessions for partners based on trend data.
- Manage event logistics.

### **4. Support BASB's broader agenda.**

- Participate in design, turnout, and implementation of other BASB meetings and events.
- As needed, identify program partners based on previous performance to highlight through communications channels, including online case studies, in-person meetings, and printed reports.
- Other duties as assigned.

### **Required Skills and Attributes**

- Bachelor's degree.
- Two years of experience in a position that required interpersonal skills a plus, but not required.
- **Initiative.** Experience with identifying problems and leading implementation of solutions to ultimately improve output.
- **Detail-Orientation.** Proven track record of thinking through all aspects of an event, program, or project and addressing all issues.
- **Organization.** Experience with managing multiple simultaneous projects successfully, demonstrating time management skills.
- **Collaboration.** Experience working effectively with others, including within a team, across an organization, or with customers.
- Experience with Excel, SPSS, or any other data-processing software a plus.
- Familiarity with Salesforce and ArcGIS software a plus.

### **Salary**

Commensurate with experience.

### **To Apply**

Please email a resume and cover letter to [jobs@bostonbeyond.org](mailto:jobs@bostonbeyond.org), with Measurement & Improvement Coordinator in the subject line. Your cover letter should describe your interest, qualifications, and experience as they relate to this job.

Boston After School & Beyond is an Equal Opportunity Employer.