



Data Analyst (Summer) Position Description

Overview of Boston After School & Beyond

Boston After School & Beyond (Boston Beyond) is a nonprofit organization founded in 2005 that connects school, after school, and summer learning so that young people can develop to their full potential. Youth need opportunities to acquire the knowledge, skills, and experiences necessary to thrive in school, college, work, and life. The time spent outside of school — and particularly in high performing after-school and summer programs — represents an opportunity for them to develop and practice these skills, expand social networks, and build background knowledge.

A local organization with a national reputation, Boston Beyond catalyzes partnerships among the City of Boston, the Boston Public Schools (BPS), local and national funders, researchers, and over 230 youth programs to test new learning models and bring successful approaches to scale. The organization operates through a lean and productive staff focused on designing, building, and supporting a citywide learning system, in concert with schools, that draws on the strengths of Boston's rich array of youth programs to maximize the time spent outside of school. Programs in Boston Beyond's network 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.

Boston Beyond's approach has taken root in the city, informing new innovations and reaching scale. The most mature learning model within Boston Beyond's portfolio is the 5th Quarter of Learning, an innovative, nationally-recognized approach to summer learning that is proven to get results. Beginning as a small pilot known as the Boston Summer Learning Project 10 years ago, Boston Beyond's summer learning network has now grown to serve over 12,500 students through 145 programs. Mayor Martin J. Walsh has deemed this research-validated summer learning model a citywide priority, naming it the 5th Quarter of Learning and encouraging the city's partners to grow and scale this work.

As we approach the 10th anniversary of the Boston Summer Learning Project, Boston Beyond has a unique opportunity to contribute to the national out-of-school time field by analyzing the past nine years' worth of data, including program observation ratings, youth survey results, and staff survey results. Data findings will help the city both celebrate the work that has been done over the past decade, and illuminate areas of focus for the next ten years. Boston Beyond seeks a Data Analyst who can assist with data cleaning, in-depth analysis, and clear communication of results.

This is an excellent opportunity to make a visible contribution to a small organization, to gain broad exposure to the fields of education, youth development, and expanded learning, to learn how a nonprofit organization functions, and to build connections with many youth-serving organizations in Greater Boston.

Responsibilities

1. Assist with Boston Beyond's data analysis and cleaning.

- Review and clean nine years' worth of data, including program observation ratings, youth survey responses, and staff survey responses.
- Document cleaning and analysis process (e.g., via SPSS syntax files) to ensure replicability and accuracy.
- Use statistical analysis to answer key questions about the state of summer learning from 2010 to the present.
- Combine or edit datasets for additional insight into research questions.

2. Assist with communicating Boston Beyond's data analysis findings.

- Draft summaries of findings, with appropriate documentation of statistical analyses performed.
- Assist the Director of Measurement & Improvement in drafting summaries for a general audience.
- Collaborate with the Directors of Measurement & Improvement and Communications & Development to incorporate analysis and findings into end-of-summer outputs, including blog posts, one-pagers, and presentations for Boston Skill Summit conference in October.

Required Skills and Attributes

- Experienced in data analysis and cleaning, ideally with multiple datasets to answer research questions.
- **Initiative.** Experience with independently identifying problems and additional questions of interest, and leading implementation of solutions to ultimately improve analysis and results.
- **Detail-Orientation.** Proven track record of thinking through all aspects of a research question and addressing all issues of a data analysis process.
- **Organization.** Experience with managing large complex data sets and multiple research questions successfully, demonstrating time and task management skills.
- **Collaboration.** Experience working effectively with others, including within a team, across an organization, or with customers.
- Interested in working at a small nonprofit with local and national influence.
- Some experience in communicating data findings to non-data stakeholders preferred.
- Proficiency in SPSS preferred, but not required.

Details

This temporary position will run roughly from late May through August, with the possibility of an extension through September. The Data Analyst will ideally work up to 24 hours per week. Hourly pay will range between \$14 - \$16 per hour, commensurate to experience.

To Apply

Please email a resume and cover letter to jobs@bostonbeyond.org, with Data Analyst 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.