Job Description
Research and Impact Manager

About JobTrain
Located on the Menlo Park/East Palo Alto border, JobTrain is an accredited, private non-profit school, which offers an array of career training programs and supportive services for adults and out-of-school youth to help lead them to sustainable, stable careers. We serve individuals who have overcome significant academic, career and personal challenges to be successful in school and work.

About the Position
Reporting to the Director of Impact, the Research and Impact Manager will play a key role in strengthening and expanding JobTrain's efforts to use data and evidence to measure our impact, to continuously improve our programs, and to grow our organization to meet the needs of our communities.

In collaboration with staff across JobTrain and with external partners, the Research and Impact Manager will be responsible for managing or supporting a set of projects to: (a) strengthen data collection, analysis and program evaluation; (b) document and codify program models and practices; (c) evaluate R&D efforts and pilot programs; (d) develop training, tools and practices to foster data-driven decision-making and learning within JobTrain.

Primary Responsibilities
- Manage a set of activities to help JobTrain accomplish its learning and evaluation objectives (described below). Develop work plans, coordinate with internal teams to accomplish deliverables, and document results and learnings for internal and external communication.
- Work with program teams to develop a program documentation framework, trainings and monitoring and collaboration tools. Collaborate with program teams and external partners to design evaluation plans for improvement efforts and pilot programs, and to develop data collection protocols and tools (e.g. surveys, forms, etc.).
- Conduct descriptive and inferential statistical analyses of program data to produce actionable findings and advance JobTrain's learning agenda; clean and prepare data for analysis; prepare summaries and visualizations for internal and external communication.
- Support the development of spaces and protocols for learning across teams; provide coaching support to staff on learning, measurement, and evaluation.

Qualifications: Required
- 3+ years of experience in an impact measurement, data analysis, and/or evaluation role in a nonprofit.
- Experience with planning, managing and executing projects; ability to work on multiple projects independently and collaboratively to achieve objectives.
- Ability to work across the organization to gather and document expertise, creativity in using tools and platforms to ensure staff engagement and understanding
- Excellent oral and written communication skills and interpersonal competencies; ability to communicate findings from data analyses and evaluations to non-technical audiences
- Clear knowledge of structuring data files for different purposes, including types of analysis, visualization, creating codebooks, quality checks, etc.
- Experience with statistical data analysis software (preferably R or Python for statistics) and/or advanced spreadsheet skills, including statistical and analytic functions.
- Experience building effective data visualizations to explore hypotheses, monitor performance metrics, and present key analytic findings.

- Familiarity with research and evaluation methods and performance measurement practices.

Qualifications: Preferred
- Graduate degree in a relevant field (particularly an MPA or MPP) preferred.
- Experience working with data in a CRM system, such as Salesforce.
- Familiarity with data visualization packages, such as Tableau or PowerBI

Successful applicants will have excellent written, verbal, organizational, interpersonal communication, and computer skills.

Compensation and How to Apply
A competitive salary and benefits package is offered. Interested candidates should submit a résumé and cover letter to info@Jobtrainworks.org. Applicant will should enter **Research and Impact Manager Position** in the subject line of the email. JobTrain is an equal opportunity employer. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions). **JobTrain will require the successful candidate to undergo a background check.**