

Evaluation & Learning Director

Job Description



Position Title: Evaluation & Learning Director

Location: Austin, Texas

Girls Empowerment Network (GEN) is a statewide organization headquartered in Austin, Texas which ignites the power in girls by teaching them the skills to thrive and believe in their ability to be unstoppable. Girls are at risk of not reaching their potential, especially if adolescence affects them too adversely. When girls learn and practice skills with GEN through our 20 module curriculum, their self-efficacy increases. When they increase their self-efficacy they strengthen their internal belief in their power. When they feel powerful, they can be unstoppable. Our strategic vision is to help 86,000 girls ignite their power by 2020. In order to achieve this bold vision of success, the agency is now seeking a skilled evaluation professional to join the team. GEN seeks an analytical powerhouse who can embed evaluative thinking into the organization, champion a learning culture, help staff to define a solid and detailed theory of change, oversee all of our internal research and evaluation practices, refine evaluation processes, and help translate the ways that our curriculum impacts girls' lives to the wider community.

Duties and Responsibilities:

- Serve as the lead staff person at Girls Empowerment Network for all projects involving evaluation and research, of programs with girls in grades 3-12. (Direct service programs are currently reaching approximately 7,000 girls annually, with services expected to continue to grow statewide.)
- Audit, monitor, and refine existing survey and evaluation practices with girls to ensure the highest level of integrity and accuracy.
- Shape an accessible new agency evaluation system and create a sense of shared evaluation and learning ownership for program managers, across all agency functions.
- Champion new evaluation and research projects to deepen agency understanding of the change that happens to girls through programming, and in order to further position GEN in the world of girls' services.
- Ensure alignment across agency functions (programs, operations, fundraising, community relations) with messaging of program impact and evaluation.
- Liaise with external entities such as review boards, school districts, national grant funders, and universities for all agency activities related to research and evaluation.
- Prepare clean, professional evaluation reports, which translate the impact of GEN's programming to lay audiences.

Critical Skills and Qualifications:

Required Qualifications

- At least a master's degree from an accredited college or university in a relevant field of social science evaluation, such as anthropology, psychology, sociology, social work, etc.
- Minimum 3 years of experience in professional evaluation.
- Strong and easily demonstrated understanding of social science evaluation practices and research of youth program participants.
- Strong writing skills and ability to provide writing samples from past evaluation reports or projects.
- Strong facilitation skills; a passion for championing a culture of learning through research and evaluation work.
- Deep personal commitment to the mission and values of the organization.

Critical Skills and Personal Attributes:

- Ability to work a 25/hour a week schedule, with flexibility of days/times, but generally within the Monday-Friday 9am-6pm time frames.
- High level of integrity, personal motivation, ethics, and cultural sensitivity.
- Strong written and verbal communication skills.
- Strong computer literacy in general office software programs, including word-processing, excel, etc., but with specialized computer literacy in statistical analysis software such as SPSS. Familiarity with Salesforce is a bonus!

- Ability to work independently, exercise initiative, and accomplish tasks with a high level of autonomy.
- Comfort working on both big picture, strategic activities alongside managing day-to-day tasks and strong attention to detail.
- Ability to work cooperatively, courteously, and effectively with a broad spectrum of people and comfort translating dense statistical information with lay people, ranging from program staff, fundraising staff, executive leadership, school districts, program participants, board members, volunteers, and donors.
- Ability to remain flexible and work with multiple and changing priorities when necessary.
- Has reliable transportation and the ability to travel to regions like Houston and Dallas approximately 3-5 times a year as necessitated by work flow and projects.

Salary, Benefits, Start Date, and Application Instructions

Currently, the Evaluation & Learning Director role is a part-time position, available in January 2019, with the potential to become full time in the future, should funding and work demands expand. The salary for this 25 hour a week, part-time position is \$39,000. Part time employees are eligible to earn personal paid time off and paid agency holidays after initial trial period.

Qualified individuals should submit the following items via email to employment@girlsempowermentnetwork.org. Please save files in either Microsoft Word or as PDFs and use "Evaluation & Learning Director" as your email subject line. In your message please be sure to include:

- A cover letter detailing your interest and relevant experience,
- 3 professional references,
- A resume, and
- At least one professional evaluation writing sample.

The application deadline is January 15th, 2019. Incomplete applications or those that do not follow the requested process not be considered. *No phone calls please.*

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Speaking and hearing ability sufficient to communicate effectively by phone or in person at normal volumes.
- Vision adequate to read correspondence, computer screen, forms, etc.

The Evaluation & Learning Director will be primarily headquartered out of the organization's Austin office. However, GEN's programs are expanding to new areas in the state, so candidates for the Evaluation & Learning Director position should be comfortable with some statewide travel a few times a year.

Comments

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements.

About Girls Empowerment Network (GEN)

Originally called The Ophelia Project, we were created in 1996 by 12 concerned mothers raising adolescent girls in Austin, Texas. These mothers met after reading *Reviving Ophelia*, a book by Dr. Mary Pipher, to address an increasing trend among middle school aged girls – a systematic decline and sometimes permanent loss of self-esteem, the outcome of which can be devastating: epidemic levels of anorexia/bulimia, self-mutilation, depression, low academic achievement, teen pregnancy, and drug abuse.

We know girls are powerful and our mission is to help them know it too. Girls are at risk of not reaching their potential, especially if adolescence affects them too adversely. When girls learn and practice skills with GEN, their self efficacy increases. When they increase their self-efficacy, they strengthen their internal belief in their power. When they feel powerful, they can be unstoppable. Our vision is to help 86,000 girls ignite their power by 2020.