



Job Title: Evaluation & Learning Manager
Department: Employment Services
Location: San Gabriel, CA
Reports To: Program Director
FLSA Status: Exempt, Full-Time Position
Salary Range: \$42,000-\$59,999

Basic Function:

The Evaluation and Learning Manager provides day-to-day leadership, coordination, and support for the organization's data and evaluation-related activities in order to assess program outcomes, support continuous improvement, and meet organizational goals. This individual works closely with the senior leadership team to provide timely and accurate data in an effort to help the agency effectively manage and improve performance in programs/services, demonstrate program results and impact, support program development and expansion efforts, and inform resource allocation decisions.

Responsibilities:

- Work with senior leadership to define a learning agenda that supports organizational goals for impact.
 - Works with management to inform, design and promote linkages between data collection and utilization and program design, operations, and assessment for the purpose of performance improvement.

- Drive and support the data collection, reporting, and analysis required to support the organization's learning agenda.
 - Progressively refine data needs and collection in line with our program model and desired outcomes.
 - Analyze and report data in forms that are useful and relevant to meet the organization's operating, decision-making and reporting needs.
 - Define and implement the regular use of data reports and analysis by staff to assess performance and support learning.
 - Produce or ensure the production of these reports in a consistent, timely and accurate manner.
 - Customize and maintain data collection and reporting systems, tools and processes.

- Work closely with staff to develop a culture of using data to drive decision-making and program improvement.
 - Provide regular guidance and assistance, including the coordination of training and technical support, to staff to support data collection, tracking and utilization.
 - Develop and refine processes/protocols for timely and consistent data collection and reporting, and support staff in adopting these.

AYC is an Equal Employment Opportunity Employer and adheres to hiring practices in accordance with Federal and State regulations.

- Work with senior leadership to disseminate data to internal and external stakeholders, including: Board dashboards/scorecards, our website, community partners, and foundations.
- Provide management of programs in the areas of operations, reporting, evaluation, staff supervision, team building, personnel administration, public relations, and administrative operations as assigned.
 - Provides supervision to direct service staff who implement the day-to-day program activities;
 - Monitor progress toward and ensure accomplishment of program goals and outcomes;
 - Comply with Quality Assurance plans and implement appropriate evaluation activities;
 - Ensure that documentation is accurate, up-to-date, and complete;
 - Ensure that accurate and timely reports are submitted as required by AYC and the funding source;
 - Work with the Program Director to develop and utilize budgets for programs;
 - Represent AYC at community collaborative and outside meetings as assigned; and
 - Attend and facilitate trainings and meetings as assigned.
- Other projects and responsibilities as assigned by the Program Director or as identified in program manuals or funding source contracts.

Required Education & Training:

1. Bachelors Degree in Criminal Justice, Social Work, Education or equivalent experience;
2. At least 5 years of related working experience with high-risk, at-risk, probation, foster care, and/or low-income youth and/or parents;
1. At least 2 years of experience with outcome evaluation, data management systems, statistical analysis, and reporting;
3. Ability to motivate, lead, supervise, train and team build with staff;
4. Excellent verbal and written communication skills and attention to detail in documentation;
5. Excellent training and presentation skills;
6. Excellent computer skills; and
7. Must have a valid California driver's license, excellent driving record, reliable vehicle and auto insurance.

Preferred Education & Training:

1. Masters Degree in Social Work, Public Administration, Criminal Justice, or related field; and
2. Bilingual in Mandarin, Cantonese, Vietnamese, or Spanish.

Please send a cover letter and resume to careers@asiayouthcenter.org