We’re Hiring:
Program Data & Evaluation Manager

➔ Position Title: Program Data & Evaluation Manager
➔ Position Status: Full-Time
➔ Location: New York City, Chicago or The Bay Area

About Code Nation
Code Nation (codenation.org) equips students in under-resourced high schools with the skills, experiences, and connections that together create access to careers in technology. With a volunteer teaching corps that includes hundreds of professional web and software developers, Code Nation mobilizes the tech community to provide tuition-free coding courses and work-based learning programs that promote career readiness. Founded in 2012 (and formerly called ScriptEd), Code Nation currently reaches approximately 1,500 students per year in 46 high schools in New York City, the San Francisco Bay Area, and Chicago.

Who We Want
We are looking for someone who believes program data is a powerful organizational tool to refine programs, articulate their impact, and secure the funding needed to be a sustainable business. The ideal candidate has previous experience refining data collection tools, running routine data cleaning processes, and training staff members on how to analyze large data sets to compile actionable insights.

The Program Data & Evaluation Manager will be tasked with creating more visibility for the program data being collected and ensuring internal stakeholders have the information needed to make tactical and strategic decisions. As an ideal candidate for this position, you will be someone who enjoys working with both internal and external stakeholders, and can effectively tailor your communication style to different audiences.

Responsibilities

➔ Data Collection & Quality Control
  ◆ Refine data collection procedures to ensure program outcomes are recorded and available to internal and external stakeholders
  ◆ Ensure program initiatives are being evaluated through consistent methodologies, this includes pilot programs, one-off events et. al.
  ◆ Collect and leverage feedback from regional teams to improve data collection practices
  ◆ In collaboration with the Salesforce Specialist, ensure Salesforce architecture supports reliable storage of programmatic data
  ◆ Collaborate with regional data leads to ensure regional data collection is aligned with org-wide best practices and tailored to regional specific needs
  ◆ Ensure the data available in Salesforce is accurate by creating data quality routines to be implemented at the regional level and at the org-wide level.

➔ Data Analysis
  ◆ Perform thorough data analysis to support the refinement of regional and org-wide programming and recommended program targets
  ◆ Support regional leads with the implementation of regular regional data reflections to ensure regional specific analysis is completed and leveraged to tailor regional implementation of programs
  ◆ Performs ad-hoc analysis in response to regional and departmental requests

➔ Data Dissemination
  ◆ Creates visibility for program data analysis results by preparing brief overviews accessible by a wide range of stakeholders and teams (i.e. development team, CEO, Board of Directors, Program Managers)
  ◆ Maintains Salesforce Dashboards and additional tools to provide easy access to key program data to internal teams.

➔ Staff Training
  ◆ Refines and delivers training to internal staff to ensure full understanding of Code Nation program data collection and analysis methodologies and results
  ◆ Supports regional staff professional development by creating ad-hoc training as needed

Who You Are

➔ 3+ years of education, data analysis or non-profit experience working with diverse groups
➔ Experience with Salesforce or similar CRM software and survey creation tools
➔ Proficient knowledge of advanced Excel formulas
Experience creating scalable systems for data monitoring and dissemination
Experience analyzing data and presenting it to various stakeholders
Commitment to educational and tech equity
Exceptional communication skills; ability to effectively communicate and collaborate across multiple teams to support seamless program execution
Strong organizational skills with demonstrated success managing many projects at once
Exceptional attention to detail, self-motivated, flexible, and entrepreneurial
Thrives in a fast-paced, collaborative working environment
Proficiency with Google Suite
Knowledge of and/or interest in computer science, technology, and/or collegiate education preferred
Ability to travel and to work extended hours, including weekends

What You Can Expect
Code Nation has a high-performing culture characterized by our desire to provide our staff members with the support, resources, and information they need to be successful in our organization and in the non-profit field in general. If you take on this position, you can expect to be offered a compensation package, including salary and benefits, that will be commensurate with your experience and competitive within the non-profit sector. Some of the benefits we offer to our staff members include, but are not limited to:

- Competitive salary commensurate with experience
- Medical, Dental and Vision Insurance and a Flex spending account for out of pocket medical costs
- Generous Time Off policy-15 days of paid time off & 14 paid holidays/office closures
- 401k Retirement Plan

How to Apply
Please send your resume and cover letter to apply@codenation.org with the subject line, “Program Data & Evaluation Manager” All qualified applicants will be considered, but only those selected for an interview will be contacted.

Code Nation strives to build a staff and board that reflect the cultural diversity of the communities and neighborhoods we serve. Code Nation is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.