Dallas Afterschool
Dallas Afterschool, a 501(c)(3) nonprofit formed in 2007 works to level the playing field for children of all races and economic backgrounds by informing community stakeholders, supporting afterschool and summer programs and their staff members, and coordinating community resources. We envision a community with the resources and the will to provide impactful learning beyond the school day for all children.

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Data and Impact Associate</th>
<th>Reports to:</th>
<th>Data and Impact Manager</th>
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<tbody>
<tr>
<td>Employment Status:</td>
<td>Full-Time</td>
<td>Manages</td>
<td>No</td>
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<td>Others:</td>
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**Job Description**

The **Data and Impact Associate** is a member of the Data and Impact team at Dallas Afterschool and is responsible for planning, coordinating, and conducting quality assessments of Dallas Afterschool partner programs using the Afterschool Quality Advancement (AQuA) assessment tool. The Data and Impact Associate works closely with PQI team members to implement OST best practices and improve Program Quality Initiative processes.

**Key Responsibilities:**

- Develop and communicate the assessment schedule to partner programs
- Conduct quality assessments using the AQuA tool
- Communicate clear and accurate feedback to Partnership Coaches to assist them in the coaching process
- Support the training of new PQI team members on the assessment process
- Assist with regular calibration sessions
- Review and enter completed assessment data into Salesforce and deliver reports to partner programs
- Work with partner sites to implement required safety standards
- Deliver trainings to partner programs on OST quality best practices
- Other duties as assigned

**Requirements**

**Education and/or Experience:**

- Associate degree and 1+ year experience as lead staff or supervisor of afterschool / summer programs or program evaluator OR Bachelor’s degree and 1+ year afterschool/summer programs staff experience
- Experience in data collection and data entry
- Experience with data management/report generation or participation in a quality improvement system
- Experience in client focused services
Knowledge & Skills:

- Knowledge of best practices in out-of-school time programming across different contexts
- Excellent communication skills, both verbal and written
- Strong analytical skills
- Effective interpersonal and interviewing skills
- Ability to use different methods of data collection, such as interviews, observations, surveys
- Knowledge of databases, such as Salesforce
- Fluency in Spanish is a plus

Personal Characteristics:

- Passion for the importance of quality afterschool and summer programs
- Energetic and adaptable team player who works well in collaborative situations
- Ability to work independently with minimal supervision
- Ability to manage multiple timelines and meet project deadlines
- Respect for all levels of the organization and Dallas Afterschool clients

Application Process

- You must submit both a resume and a cover letter to jobs@dallas afterschool.org to be considered
- Please put Data and Impact Associate in the subject line
- Resumes and cover letters will be reviewed on a rolling basis until the position is filled
- Please do not contact staff directly regarding your application status

Dallas Afterschool Strategic Plan Initiatives

- Build Capacity for more OST seats in our community
- Improve the Quality of OST for all families regardless of race, zip code or household income
- Pursue racial equity in our agency and through training and support to our partners
- Develop a well-trained OST workforce

Dallas Afterschool is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination based on race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or other protected characteristic.