



Program Evaluation Admin

Position Summary

The Program Evaluation Admin will provide support on program evaluation data collection and reporting. S/he will compile and maintain accurate records and files regarding program activities and outcomes and will prepare periodic special statistical or narrative reports as required to support Youth Radio's Development team. This is a part time position (approximately 10 hours per week) reporting to the Director of Institutional Giving.

Position Responsibilities

- Record, track and maintain program data in reference to grant deliverables/compliance and program outcomes across departments
- Support the design and revision of data collection tools to yield statistically reliable and informative data
- Perform basic analysis of survey data collected, sharing out when and where required or strategically advantageous
- Ensure strong data management, making sure all incoming data is version-controlled and appropriately organized, and that our current stats are up-to-date.
- Run database queries, using advanced functions of Apricot
- Miscellaneous duties as needed to support the delivery of excellent service

Skills & Qualifications

- Strict attention to detail
- Advanced Apricot and Microsoft Excel skills (V-lookup, advanced formulas, and pivot tables)
- Knowledge of evaluation theory and methodology
- Ability to clean and prep data required for all external reporting
- Ability to work independently and as a member of a team
- Ability to manage multiple tasks of various scope and priority simultaneously

About Us

Headquartered in Oakland, CA, Youth Radio is a one-of-a-kind, youth-driven production company which, through a variety of outlets including our own platform, reaches audiences in the tens of millions. YR is the winner of multiple journalism honors including the Peabody, Columbia-Dupont, Kennedy, Murrow, and White House Awards.

We are at a pivotal point in the organization's life as we enter into an exciting phase of growth and expansion as a national network. As we grow, we seek exceptional talent with an entrepreneurial spirit, who can lead us to the future of Youth Radio.

At Youth Radio we hire smart, passionate people who connect with our values and seek a collaborative environment where employees can do their best work. We seek people who are hard working, creative, fun and driven to go above and beyond to take our organization to the next level. We hire people who believe in the talent and potential of every young person and consider it a great opportunity to collaborate with them to create something new and important.

Contact

To apply send resume, cover letter, and samples of work to hr@youthradio.org. Please put "Program Evaluation Admin" in subject line. No calls please.



We are committed to the principles of equal opportunity and diversity and to attracting and supporting a staff who represent the rich diversity of the communities we serve. We do not discriminate on the basis of race, religious creed, color, national origin, ancestry, gender, sexual orientation, age, marital status, veteran status, or mental or physical disability.