

**Quality Data, Early Childhood Education,
Assistant Director, Center for Social Measurement & Evaluation (CSME)
CHILDREN AT RISK - Houston**

CHILDREN AT RISK is seeking an analytical, detail-oriented, and enthusiastic team member for Assistant Director in the Center for Social Measurement & Evaluation (CSME) – the research arm of CHILDREN AT RISK. The individual will spend approximately 80% of their time benchmarking and evaluating Local Network Organizations (LNO) participating in the Harris County Early Education Grant.

Key responsibilities include:

- Plan and execute QRIS system for LNOs participating in the Harris County grant projects – including concept development, research design, data collection and analysis.
- Support the development of research related proposals.
- Collaborate on project budget development and budget management.
- Understand and track the benchmarks that each LNO has already set for themselves,
- Work with LNOs to provide feedback on how benchmarks align with goals established through the individual action plan,
- Developing universal metrics for evaluating, developing a tool to assist LNO's in tracking designated benchmarks,
- Compiling data analysis as needed to adhere to Harris County grant reporting requirements and deadlines.
- Assist LNO's in tracking progress in obtaining Texas Rising Star Level 4 metrics or national accreditation quality measurements.
- Compile quarterly data reports on the state of child care in Harris County to assist LNO's in understanding the current conditions.
- Conduct quantitative and qualitative data analysis to support other center projects as needed.
- Build & maintain relationships with key stakeholders, including funders, elected officials, community leaders, and nonprofit colleagues.

Status:

- Full time, Permanent
- CHILDREN AT RISK is a hybrid organization; Staff located in the Greater Houston area work in-office two days a week. This position would require periodic travel to campuses and occasional statewide travel.
- Compensation: The position is \$60,000 - \$65,000 annually, dependent on the level of experience. Target start December 1, 2023. CHILDREN AT RISK offers a competitive benefit package, including health insurance, dental insurance, retirement contributions, and vacation and holidays.

About CHILDREN AT RISK

CHILDREN AT RISK is an active research and advocacy group dedicated to improving the quality of life of Texas' children through strategic research, public policy analysis, community education, and collaboration. Our focuses include strengthening public education, increasing access to evidence-based parent education, ending child trafficking, increasing access to school meal programs, and supporting new American children. CHILDREN AT RISK serves as a catalyst for change for some of Texas' most at risk children.

Preferred Qualifications

- Bachelor's Degree required; Master's Degree preferred
- 5 years of experience in data science, and/or early education required

- Research & data project management experience required
- Proficiency in R preferred
- Strong proficiency in Excel required
- Familiarity with the landscape of Early Childhood Education in Texas required.
- Strong critical thinking and analytical skills
- Strong ability to prioritize multiple tasks and attention to detail
- Ability to work independently/as a self-starter, as well as a team member

CHILDREN AT RISK is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity or creed. We strongly seek candidates that believe in our mission and represent the diverse community and children that we serve.

This position offers a competitive compensation and benefits package including unlimited PTO. Interested candidates should submit an introductory email, resume, and a list of three references via e-mail to Leila Mzali, lmzali@childrenatrisk.org with “Asst. Director of CSME” in the subject line. The application deadline is rolling with applications being reviewed upon receipt. *CHILDREN AT RISK receives a high volume of resumes and reviews every candidate closely. As such, candidates will only be contacted if they are selected for an interview.*