

CHILDREN AT RISK (C@R) is seeking an analytical, detail-oriented, and dedicated **Assistant Director of the Center for Social Measurement & Evaluation (CSME)**, the research arm of CHILDREN AT RISK. The Assistant Director will provide key support for the data collection and evaluation of the Early Learning Quality Network (ELQN), a community-centered initiative committed to raising the standard of early learning and child care quality across Harris County.

The Assistant Director role involves planning and executing data systems for Harris County's ELQN grant project. This includes concept development, research design, data collection, and analysis. The individual will primarily focus on benchmarking and evaluating Local Network Organizations (LNOs) and vendors participating in the ELQN program and will support other CSME-related projects across the organizations.

- **This position is open to candidates residing in the Houston area.**
- **Candidates must have experience in research, evaluation design, developing data collection tools, qualitative and quantitative data analysis, and reporting.**
- **This is a hybrid position requiring office time, remote work, and travel across Harris County.**
- **This position is full-time, with a salary range of \$65,000 - \$80,000 annually.**
- **This position will report to the Director of CSME.**

#### **General Responsibilities and Essential Functions:**

- **Tracking and Monitoring Grant Benchmarks:** Compile and analyze data to meet Harris County grant reporting requirements and deadlines, assist LNOs in tracking progress toward achieving Texas Rising Star Level 4 metrics or national accreditation quality measurements, and generate quarterly demographic data reports on five communities in Harris County.
- **Data Analysis:** Employ both quantitative and qualitative analysis to support ELQN and other center projects as needed. Provide feedback on how benchmarks align with the goals of ELQN established through individualized action plans, develop universal metrics for evaluating progress, and create a tool to assist LNOs in tracking designated benchmarks.
- **Building and Maintaining Relationships:** Engage with key ELQN stakeholders, including funders, elected officials, community leaders, and nonprofit colleagues, to ensure collaboration and project success. Additionally, the role will support the development of research-related proposals to enhance project scope and impact, collaborate on project budget development, and ensure effective budget management.
- **All other tasks as assigned.**

#### **Key Responsibilities:**

- **Project Management:** The role will track project progress, milestones, and deadlines by
  - Using Monday.com and maintaining comprehensive notes;
  - Developing, collecting, and reporting monthly Key Performance Indicators (KPIs) for activities;
  - Compiling, cleaning, and reporting quarterly LNOs granular demographic data for analysis and reporting;
  - Conceptualizing and designing an ELQN dashboard containing key progress metrics for efficient tracking and ensuring accountability through the ELQN data dashboard; and
  - Using the same project progress requirements for all other projects assigned.
- **Stakeholder Data Understanding and Accuracy:** Ensure accountability through vendor-level data and provide capacity-building support to LNOs in data and research methodologies. Participate in Communities of Practice

(COPs) annually to help LNOs increase their data and evaluation knowledge. The role will also lead process and implementation evaluations of the network to assess effectiveness and impact and for any other project as assigned.

- **Communication and Stakeholder Engagement:** Raise program awareness and report progress toward quality standards with external stakeholders via social media in collaboration with the Media Activism Lead. Additionally, the role requires attending meetings with LNOs and Harris County representatives as necessary to support project initiatives and foster collaboration across stakeholders.

#### Qualifications:

- **Education and Experience:** Bachelor's degree in the social service or data sciences space with at least three years in data science including research and data project management experience required.
- **Technical and Design Skills:** Proficiency in MS Office, Google Docs, data-driven processes and tools including R and Power BI, spreadsheet management, and visual presentation tools; experience or willingness to learn platforms unfamiliar with.
- **Communication and Organizational Abilities:** Strong verbal and written communication skills, ability to synthesize and present complex information clearly, exceptional organizational skills, and effective multitasking under time constraints.
- **Collaborative and Adaptive:** Team player with a flexible, adaptable approach; capable of managing changing timelines and priorities while maintaining high-quality work.
- **Ethics and Professionalism:** Upholds high ethical standards, demonstrates empathy, optimism, and sensitivity to donor needs, and exercises good judgment.
- **Travel and Diversity:** Open to occasional travel; preference given to diverse candidates who reflect the communities and children served.

#### About CHILDREN AT RISK

CHILDREN AT RISK is an active research and advocacy group dedicated to improving the quality of life of children through research, public policy analysis, community education, and collaboration. Our focus is on the whole child with significant work to champion solutions that tackle poverty, education and health disparities, and child exploitation. We are the leading source of accurate information on children's issues and an advocate and catalyst for change concerning the needs of all children. The position offers competitive compensation and benefits package. Interested candidates should submit a letter of application, resume, writing sample and a list of three references via e-mail to **Christine Thomas, cthomas@childrenatrisk.org**. Please include the words "Asst. Director, CSME" in the subject line. The application deadline is rolling with applications being reviewed upon receipt.

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.

*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.*