



Research and Evaluation Fellow

The Fresh Air Fund, an independent, not-for-profit organization has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Despite the challenges presented by COVID-19, The Fund continues to provide safe, fun, engaging and enriching experiences for New York City youth to keep the magic of summer alive through virtual and outdoor programs. Fresh Air children also participate in year-round leadership and educational programs. For more information, visit www.FreshAir.org.

The Fresh Air Fund is currently seeking a Research and Evaluation Fellow to help the Research and Evaluation Manager with data collection, entry, interpretation and visualization.

Position Summary

This part-time role supports the research and evaluation branch of The Fresh Air Fund. We are committed to demonstrating and improving the quality and impact of our programs. A primary function of this role is helping communicate impact and opportunities for growth to our internal and external stakeholders.

This position is fully remote and reports directly to Research and Evaluation Manager.

Employment Period: July 1, 2021 – August 31, 2021

Hours per Week: 25 hours per week

Working Hours: 11am-4pm (Monday – Friday)

Compensation: \$25/hour

Benefits: None

Responsibilities

- Assist in organizing and implementing data collection protocols for The Fresh Air Fund programs and special events.
- Maintain database of key findings and statistics from the positive youth development literature and open data sources (e.g., US Census, NYC.gov).
- Build surveys and assist in survey translation through SurveyMonkey (with the help of an external translator).
- Help with a program quality assessment initiative, which may include training camp leadership and conducting evaluations.
- Enter and manage data in Excel, SPSS and Salesforce as needed.
- Prepare data visualizations (e.g., graphs, charts).
- Help build PowerPoint presentations and other report types for various stakeholders.
- Help support the continued expansion of R&E throughout the organization by identifying gaps in knowledge/areas for growth.
- Additional responsibilities as assigned.

Qualifications

- Bachelor's degree with a preference for a current graduate student in a social science program with a strong research focus.
- A demonstrated passion for applied research and positive youth development.
- Strong attention to detail and appreciation for data integrity.
- Knowledge of the Microsoft Office Suite, primarily Excel and PowerPoint.
- Experience conducting or assisting with quantitative and/or qualitative research and data analysis strongly preferred.

- Additional experience with any of the following preferred, but not required:
 - Survey software (e.g., SurveyMonkey, Qualtrics)
 - Data visualization software (e.g., Tableau)
 - Statistical software (e.g., SPSS, R)
 - Salesforce CRM
- Interest in joining a youth development organization and supporting its mission and vision.

Application Instructions

To apply please, submit an application by clicking on the **Research and Evaluation Fellow** link at: <https://freshairfund.workbrightats.com/jobs/>. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.