



Research and Evaluation Assistant

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 Part-time Research and Evaluation Assistant to support the Research and Evaluation Manager with data collection, entry, summarization and visualization.

Position Summary

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

Employment Period: May 9, 2022 – October 28, 2022

Hours per Week: 25 hours per week

Working Hours: 11 am-4 pm (Monday – Friday) (NOTE: weekly hours may vary based on required meetings and specific project deadlines, to be discussed in advance with manager)

Location: The Fresh Air Fund's NYC Office (Monday, Wednesday), remote (Tuesday, Thursday, Friday), occasional travel to upstate NY and transit hubs in the tristate area required

Compensation: \$20/hour

Benefits: None

Responsibilities

- Assist in coordinating and implementing in-person and online data collection protocols for the entire suite of The Fresh Air Fund Summer 2022 programs, which will include travel to and from: NYC-based in-person program sites, summer camps in upstate New York, and transit hubs in the tristate area for Friendly Towns.
- Program online surveys in SurveyMonkey, monitor survey completion rates, provide periodic updates to program leaders
- Enter and manage administrative and survey data in Excel, SPSS and Salesforce as needed
- Support the design and administration of other evaluation methods, including conducting focus groups
- Serve as part of The Fresh Air Fund's program quality assessment (PQA) team, which includes: participating in required PQA training, conducting program observations, coordinating team debrief meetings, and monitoring team deadlines
- Assist in the preparation and dissemination of administrative and survey data summaries and visualizations (e.g., graphs, charts) for program staff, leadership, and other key internal and external stakeholders
- Support with additional projects assigned by manager on a need-by-need basis

Qualifications

- Bachelor's degree with a preference for a current graduate student in a social science program with a strong focus on applied quantitative and/or qualitative research methods

- Experience conducting or assisting with quantitative and/or qualitative research and data analysis
- Strong attention to detail and understanding of rigor needed to monitor and maintain data integrity
- Knowledge of the Microsoft Office Suite, primarily Excel and PowerPoint.
- 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 a [Research and Evaluation Assistant application](#). 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.

The Fresh Air Fund requires all employees to be fully vaccinated against COVID-19 to work at The Fresh Air Fund. We adopted this policy to safeguard the health of our employees and their families, Fresh Air children and families, and the community at large from infectious diseases. An individual is considered fully vaccinated two or more weeks following receipt of the second dose in a 2-dose series of a COVID-19 vaccine, or two or more weeks following receipt of one dose of a single dose COVID-19 vaccine.