



Job Description

Data and Evaluation Assistant

Reports To: Database and Evaluation Coordinator **Employment Status:** FT **FLSA Status:** Non Exempt

ABOUT RED HOOK INITIATIVE (RHI)

[Red Hook Initiative](#) (RHI) is a community-based nonprofit working to improve the lives of the more than 6,500 residents of Red Hook Houses, Brooklyn's largest public housing complex. RHI believes that the social change to overcome systemic inequities begins with empowered youth, and that change in communities should come from within. In partnership with community adults, we nurture young people in Red Hook to be inspired, resilient, and healthy, and to envision themselves as co-creators of their lives, community, and society.

Youth development, community building, and community hiring are at the core of RHI's approach to strengthen Red Hook's future. Our model gives young people and residents the tools, resources, and opportunities they need to interrupt the systems and barriers that perpetuate historic inequities for the community. Residents lead the way toward a more equitable, hopeful future. Over our 20-year history, RHI's model and dedicated team have been nationally recognized for its innovative, place-based approach to social change.

RHI's programs include:

- [Youth Development:](#) RHI engages over 450 adolescents each year, from middle school through young adulthood, endeavoring to interrupt cycles of injustice and to build hope.
- [Building Community:](#) Working with Red Hook youth and adults to organize, exercise leadership to drive positive change for the community, and increase social cohesion to build a more resilient neighborhood.
- [Investing in Residents:](#) RHI hires locally and invests in residents who will improve their lives and the community in which they live. More than \$1.5M was earned in the last year by people from Red Hook.

JOB SUMMARY

RHI is seeking a Data and Evaluation Assistant to support RHI's ongoing and emerging data needs. The person in this role will report directly to the Database and Evaluation Coordinator and will also work closely with our programs teams to support them with data collection, data entry and data analysis. In this role, the Data and Evaluation Assistant, will play a key role in ensuring our program teams have timely access to their data to help foster a culture of continuous learning. We are also looking for someone interested in learning how to use database systems like Salesforce and Google sheets. In addition, the assistant will have the opportunity to support a Salesforce documentation project which will entail creating tutorials, demo videos, and other training materials for staff.

ESSENTIAL DUTIES + RESPONSIBILITIES

- Data entry
 - Assist program teams with data entry on a regular basis
- Data quality checks
 - Conduct routine checks for any data quality issues and help clean data in Salesforce
- Assist with program evaluation implementation (with support from coordinator)
 - Assist with evaluation instrument development (e.g. surveys)
 - Assist with data collection (e.g. co-facilitate focus groups)
 - Enter data end of year evaluation activities
- Serve as a point person for data requests from program staff
- Support Salesforce documentation project
 - Assist with developing guides/tutorials for different processes in Salesforce
- Support staff training
 - Assist with providing training in Salesforce for program staff across all program teams (e.g. putting together slide decks, leading components of training sessions, etc)

May be assigned other duties and responsibilities as determined by the Database and Evaluation Coordinator

COMPETENCIES (Knowledge, Skills & Personal Attributes)

The Data and Evaluation Assistant should possess the following skills, knowledge, and personal attributes:

- Strong communication skills
 - Able to communicate effectively with both supervisor and with staff across the organization.
- Curiosity for learning new things
 - Willingness and ability to dive into learning new technologies (e.g. Salesforce) in a proactive manner. Seeks learning resources and opportunities as needed while also recognizing and being proactive in asking for help as needed.
- Meticulous attention to detail
 - Able to review spreadsheets and reports to spot any inconsistencies in data
- Able to work independently and on a computer for long periods of time

EDUCATION & EXPERIENCE

- High school diploma or equivalent
- Some experience working with Google sheets
- Excellent organization skills
- No prior Salesforce experience required

WORKING CONDITIONS (ENVIRONMENT) & PHYSICAL DEMANDS

- The RHI work environment is characteristic of a typical indoor office/program environment and the noise level is generally quiet to moderate.
- While performing the essential duties and responsibilities of the job the employee will be required to operate a computer and other office equipment.
- RHI provides a hybrid work arrangement for employees.
- This job is based on-site at RHI's main program office in Red Hook, Brooklyn. The ideal candidate will either be a resident of Red Hook or one of its neighboring communities or will be in reasonable commuting distance to RHI's main program office.

COMMITMENT TO DEI & EQUAL EMPLOYMENT OPPORTUNITY

RHI actively engages individuals from all backgrounds and is committed to embracing diversity across all areas and aspects of the organization. We firmly believe that an atmosphere of civility and mutual respect towards individual differences and embracing an inclusive and equitable environment is indispensable to building a successful organization, contributing to a positive and meaningful employment experience for staff, and advancing the best possible outcomes for the clients served by RHI's programs. We are also committed to community hiring and supporting the job prospects of Red Hook residents.

As an equal opportunity employer, RHI is committed to providing employment opportunities to all qualified individuals and does not discriminate against any employee or applicant on the basis of race, color, national origin, religion, sex, sexual orientation, gender, gender identity and expression, disability, age, marital status, military status, veteran status, pregnancy, parental status, genetic information, or any other characteristic or basis prohibited by applicable law.

COMPENSATION & BENEFITS

RHI strives to offer a competitive compensation and benefits package that reflects our core values and commitment to our employees. The salary range for this position is: \$40k - \$45K commensurate with an employee's or candidate's competencies and experience. Additionally, RHI provides a comprehensive benefits package which includes medical, dental and vision coverage, an employee assistance program (EAP), 403b retirement plan, flexible spending accounts for out-of-pocket health, dependent and commuter expenses, life insurance and 24 PTO days.

TO APPLY

Please email a cover letter and resume to: apply@rhicenter.org with 'Data and Evaluation Assistant' in the subject line.

Date Issued: 4/7/2022