**Position:** Data Scientist  
**Reports to:** Assistant Director of Decision Science  
**Status:** Part-Time (~20 hours per week)  
**Start:** ASAP, remote until public health guidance permits otherwise

**The Job**
The Decision Science Department at The Opportunity Network (OppNet) is looking for a dynamic and driven individual to join our team as Data Scientist. We are looking for a candidate who brings relevant skills and interest to the role, maturity and ownership of their work, and is looking for an opportunity to seize a career-enhancing opportunity in a fast-paced, growing organization. Reporting to the Assistant Director of Decision Science and working closely with the Director of Institutional Advancement, the Data Scientist will enhance OppNet’s data-driven practices by managing OppNet’s data collection schedule across the organization, applying decision science to advance the launch of OppNet’s UninterruptED online learning platform, and assisting with students’ data analytical and inquiry skill development in innovative, student-centered, and culturally responsive ways via the "Data, Activated" in-house programming as a part of OppNet’s Fellows Program.

**The Organization, Department, and Relevant Programs**
Since 2003, The Opportunity Network has ignited the drive, curiosity, and agency of students from historically and systematically underrepresented communities to connect them to college access and success, internships, career opportunities, and personal and professional networks. Our two core programs, OppNet Fellows and Career Fluency® Partnerships, are anchored in our proprietary Career Fluency® curriculum, which articulates the necessary skills and mindsets for college and career readiness. All of the work OppNet leads is in service of realizing our vision of a nation connected through vibrant communities and networks actively in pursuit of social justice and educational equity – a nation where all young people can freely create their own path to enduring success that honors their passions, ambitions, and full identities.

The Decision Science Department is a newly formed cross-functional team that anchor’s OppNet’s institutional data-driven culture to its purpose: to make better and more responsive decisions in relation to programming, operations, and overall organizational health using the best available data. The Decision Science Department consists of two full-time cross-departmental staff members: Assistant Director of Decision Science and Director of Institutional Advancement, as well as two part-time positions: a Decision Science Graduate Intern and this new, to-be-hired Data Scientist position.
The “Data, Activated!” Program is an in-house, virtual data analytical skill- and leadership-building course for students within our Fellows program that is focused on activating different kinds of data to solve problems. The 4-week course consists of real-time classes to introduce new concepts and skills, as well as one-on-one coaching appointments (“office hours”) to apply and stretch those skills. All course content is anchored by our commitment to Youth Participatory Action Research, shared power with youth, and culturally responsive practices. “Data, Activated!” culminates with a virtual finale presentation of our Program’s findings, interpretations, and recommendations to a group of OppNet staff and leadership, after which at least one Fellows-sourced change idea is selected for implementation in OppNet’s Fellows Program.

To help mitigate the wide-spread learning loss caused by COVID-19, OppNet is launching “UninterruptED: Unstoppable Learning,” a robust and comprehensive open-access online learning platform, that will be easily and freely accessible by any first-generation student and young person of color seeking dynamic online lessons. “UninterruptED” will distill key learnings from OppNet’s curve-setting six-year Fellows Program and national Career Fluency® Partnerships Program to fill a critical and growing gap for young people across the country.

The Person
The candidate will be a strategic and driven individual with a passion for advancing educational equity. The ideal candidate will be someone who thrives on the opportunity to review and activate data in service of better and more responsive decision-making. The candidate must also balance working collaboratively and productively with colleagues across the Decision Science team and organization with the ability to work independently with focus and a drive for quality. The ideal candidate will also personally connect to the important work we do and value diversity, equity, and inclusion (DE&I) across the organization. The candidate will demonstrate DE&I values by actively participating in all organizational-wide learning sessions and self-reflection as well as working with others to enact changes that contribute to meeting the organization’s DE&I goals.

Responsibilities
Support the Assistant Director of Decision Science and broader team to:

Manage OppNet’s data collection schedule across the organization (40%)
- Develop thorough understanding of OppNet’s data history, data collection tools, and data management systems across the Fellows Program
- Update, hone, and manage OppNet’s data collection schedule
- Consult on, develop, and implement procedures for effective data management
- Refine data collection and management mechanisms where needed

Advance OppNet’s launch and growth of UninterruptED (40%)
- Design and analyze student/user needs and interest assessments to inform module topics, design, and platform features
Assess patterns of usage across OppNet’s virtual programming: Fellows, Partnerships, and UninterruptED, to help inform decisions around platform enhancements and future iterations.

Review and analyze monthly platform user analytics to assess uptake and usage patterns, including but not limited to usage of “freemium” modules.

Work with team to determine appropriate time to begin developing user satisfaction assessments, and then develop, implement, and analyze results at a determined frequency.

Conduct periodic peer and field reviews of digital learning, including other offerings within the broad education/college and workforce development spaces, as well as emerging trends and best practices for virtual learning and engagement.

**Program Assistance (20%)**

- Assist with coordination and facilitation of data inquiry and analytics course (“Data, Activated!”) by:
  - Co-facilitating a selection of classes
  - Engaging in one-on-one coaching with course participants
  - Collaborating with course participants to develop research questions, perform needed analyses, and create appropriate data visualizations
  - Providing constructive and asset-based feedback on participants’ assignments, analyses, and visualizations
  - Coordinating and supporting class logistics
  - Thinking critically about how we can maximize the extent to which power is shared with youth participants.

**Qualifications**

- Bachelor’s and/or Associate’s degree in a relevant field, and/or 2-5 years of experience in data management, evaluation, and/or applied statistics — including the ability to decipher and organize large amounts of data and extrapolate conclusions from large datasets, as well as the ability to design valid measurement tools with input from key stakeholders and maximize the tool’s response rates.
- Well-versed in data-driven practices.
- Ability to translate complex problems and patterns clearly and in nontechnical terms.
- Demonstrated skill set in project management, including:
  - Ability to keep a project moving toward successful completion
  - Ability to set, meet, and hold peers accountable to deadlines
  - Ability to develop and implement procedures for effective data management
  - Understanding of the links among programs, metrics/competencies, and measurement tools
  - Strong verbal, written, and oral communication skills for collaborating across teams
  - Outstanding organizational skills
  - Detail- and systems-oriented with an analytical mindset
  - Creative and critical problem-solving skills.
- Demonstrated proficiency in word processing, spreadsheets, internet research, email, and Google Apps for Business.
- Self-starter with hunger for growth: takes initiative and creates opportunities for self-education.
- Availability and willingness to work select evenings and some weekends.
● Demonstrated ability to connect with college-level students from historically underserved and underrepresented communities. Can help facilitate data inquiry and analytics classes in a rigorous, dynamic, and culturally responsive fashion, while always keeping students at the center;
● Strong work ethic and sense of integrity
● Demonstrated belief in OppNet’s mission and vision

**Compensation:**
Commensurate with experience; eligibility for paid time off

**To Apply**
Please submit a resume and cover letter, outlining how your credentials relate specifically to the responsibilities and qualifications listed above, and earliest available start date to katherine@opportunitynetwork.org. Please include “Data Scientist” in the subject line of your email.