

Compliance and Data Assistant

About Us

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, we have programs that support the unique needs of girls aged 5-18, and, starting in the 1990's, to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in and around Oakland. Through a K-12 Program Continuum, we empower girls by equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy interventions in elementary school and exciting hands-on STEM and STEAM projects in middle school to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Girls Inc. of Alameda County's operating budget is \$7M with 100 staff in our downtown Oakland Simpson Center for Girls and in more than 15 schools and satellite centers across Alameda County.

About the Role

The Compliance and Data Assistant plays a critical role in capturing and evaluating program outcomes by supporting activities that inform programming, support our strategic objectives, and strengthen our impact. This position is an hourly, non-exempt role in the Program Evaluation Department of the agency. The team consists of Director, Manager and Compliance & Data Assistant, with collaboration of internship roles during the school year and summer. The Compliance and Data Assistant works under the direction of the Compliance and Evaluation Manager and is responsible for tracking participant enrollment and application data while managing agency participant databases. This role will also maintain evaluation measurement tools, and collaborate to produce annual program outcomes and grant reporting statistics, and support the alumnae initiative and program retention reporting to measure long-term outcomes. This position requires strong writing skills, knowledge of collecting data, an ability to collaborate with a range of stakeholders, knowledge of analyzing and presenting data, self-motivation, resourcefulness, and strong attention to detail.

Job Summary

- Perform other duties as assigned in person or in virtual workspace.
- Oversee participant database contracts to ensure updates and enhancements, as needed.
- Create, manage, and update, online surveys, online applications, enrollment forms, and other digital tools related to participant data, and manage uploading of data into participant database.



- Participate in site visits and program observations, with the occasional expectation to support after school program activities, including administration of yearly K-5th grade literacy assessments.
- Support the logic model design, goal-setting, data collection, analysis, and reporting for the Continuous Program Quality Assessment Model. Provide ongoing evaluation and design of surveys and other assessment tools, integrating more participatory, anti-racist & REDI (racial, equity, diversity and inclusion) approaches.
- Collaborate to conduct and analyze alumnae survey, manage alumnae database in collaboration with other departments, support monthly alumnae network communications, and prepare alumnae activity reports.
- Provide support for grant compliance in collaboration with Institutional Giving team and Compliance and Evaluation Manager.
- Perform other duties as assigned in person or in hybrid workspace.

About You

- Excited to use data to tell a story and have experience in survey research, data and evaluation
- Ability to work collaboratively and build strong relationships with peers and teams
- Strong visual and written communication
- Ability to work independently and manage multiple projects
- Proficient in Microsoft Word, EXCEL, database spreadsheets, and Internet research
- Experience with Cityspan/Survey Monkey/government databases desired
- Background clearance from the Department of Justice
- Bachelor's Degree strongly desired
- Knowledge of and commitment to gender equity, social justice, youth development, diversity, equity & inclusion, and trauma informed programming

What We Offer

- Compensation: *Base \$20.00 per hour at 40 hours per week*
- Medical benefits (Employer pays standard medical plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefit 403b
- Flex spending accounts
- Life Insurance benefits
- Long term disability benefits
- 13 Paid Holidays
- Vacation time off
- Sick time off
- Employee Assistance Program
- Professional development/training



Equal Opportunity Employment State

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to: provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

To APPLY Please send resume and cover letter to: talent @ girlsinc-alameda.org, or via Indeed job listing. For more information about Girls Inc. of Alameda County, please view our website at www.girlsinc-alameda.org

