**Data Analyst & Persistence Fellow (DAPF)**

Carolina Youth Coalition seeks a diligent, hardworking, people-friendly, and detail-oriented professional for the role of Data Analyst and Persistence Fellow.

**About Us**

Carolina Youth Coalition (CYC) is a college-access nonprofit organization that prepares high-achieving, under-resourced high school students to get into, excel at, and graduate from college so they can become full participants in society. CYC was founded in January 2018 through a generous donation from the Albemarle Foundation.

Carolina Youth Coalition's mission and model is inspired by the highly successful efforts of the Baton Rouge Youth Coalition (BRYC) in Baton Rouge, LA. Founded in 2009, with a handful of students and a high school teacher, BRYC has grown to become the most comprehensive college readiness program in Baton Rouge and surrounding areas. CYC’s first senior class of 2019, with 15 fellows, received $5.6 million in scholarships and will be attending universities across North Carolina and beyond including Berea College, University of Miami, Queens University of Charlotte, University of North Carolina at Chapel Hill, University of North Carolina at Greensboro, and the University of Pennsylvania.

**Why CYC?**

There are many high-achieving, under-resourced students throughout our city who have the potential to get into and graduate from top universities and return to our community as leaders and innovators. However, many lack the necessary academic, financial, and social support at this pivotal time in their journey. In addition to limited resources, it is also the result of a mistaken and widely held belief that students who perform well academically, follow the rules, and make good choices are assured college success. While this is generally true for students from affluent families, it underestimates the considerable barriers that result in just 11% of low-income, first-generation students graduating from college.

**Position Overview**

The Data Analyst & Persistence Fellow (DAPF) will report to the Director of Persistence and Evaluation (DPE) to provide day-to-day data management and analysis support for Carolina Youth Coalition. The Fellow will also serve to provide persistence assistance to the DPE to ensure CYC’s college students are on track toward successful degree attainment. The individual must be passionate in supporting CYC’s work to eliminate barriers to college success for high-potential youth. The DAPF will complete a summer internship with CYC prior to being eligible for the Fellowship, pending final review. The role will be fully remote.
The DAPF is primarily responsible for:

1. **Deliver Best-in-Class College Persistence Programming and Fellow-Specific Support:**
   - Assist in tracking CYCs College Success metrics using research-based best practices and data to inform College Fellow support and measuring Persistence Program effectiveness.
   - Provide case management to CYC’s cohorts of College Fellows through regular check-ins, campus visits, and connection to people and resources on campus and elsewhere.
   - Connect College Fellows to job shadowing, internships, research, and other career opportunities.
   - Assist in the design and execution of CYC’s College Mentor Program to provide additional career guidance and connections to College Fellows.
   - Assist in hosting events to forge connections between College Fellows, high school Fellows, and the larger community.
   - In the spring and summer, lead senior Fellows through college transition-focused programming to ensure that each Fellow is prepared to successfully matriculate into Freshman year of college.
   - Play a lead role in the administration of CYC’s SOS scholarship and tracking recipient progress.

2. **Assist in the Development and Execution of CYC’s Data Collection and Program Evaluation:**
   - Design processes to collect, track, and evaluate CYC’s program key performance indicators including Fellow demographics, college access metrics, ACT scores, academic growth, college persistence metrics, CCRSI and ASICS data.
   - Collaborate with CYC’s Director of Program Operations and program staff to align intake and ongoing program procedures with overall data collection processes.
   - Create and oversee the implementation of an organization-wide data collection calendar to streamline reporting.
   - Identify local and national research opportunities and partners to benchmark and evaluate CYC’s impact.
   - Lead data analysis for CCRSI and report findings to various stakeholders.

3. **Assist in the Development, Maintenance, and Leverage of Strategic External Relationships:**
   - Grow CYC’s footprint and brand awareness through developing and executing an external engagement strategy for establishing and maintaining key community, college, and company relationships.
   - Identify and leverage community and college partners to supplement and enhance execution of CYC’s college persistence programming.
   - Serve as a liaison between CYC partners relevant to college persistence and career exposure.

4. **Additional Responsibilities:**
   - Play a lead role in aligning CYC’s social and emotional learning objectives with best practices for college success.
   - Support the overall performance, growth, and development of the organization as needed.
   - Support the Director of College Programs in the execution of senior college programming as needed.
**Basic Qualifications**

- Bachelors or higher degree – emphasizes on public health, education, social work, or related field.
- Advanced proficiency in Microsoft Office (e.g. Outlook, Word, Excel, PowerPoint, etc), Google Suite (Drive, Docs, Sheets, etc), and general computer and Internet research skills.
- Experience using SPSS Statistical Software or other statistical software
- Trustworthy, operates with the highest level of honesty, integrity and discretion handling confidential information, issues, and relationships with utmost professionalism.
- Comfortable working with youth, diverse populations, and deeply committed to equity and inclusion.
- Superior written and verbal communication skills with focused attention on details and accuracy.
- Completes tasks with exceptional organization and attention to detail.
- Proactive, takes initiative and ownership of work responsibilities, contributes best self at work.
- Possesses the ability to oversee multiple responsibilities simultaneously, set priorities and enthusiastically respond quickly to requests for information and assistance.

**Compensation**

This position will have a $10,000 stipend to be disbursed throughout the duration of the fellowship from Fall 2022 to end of Spring 2023 semester.

**Interested Parties**

If interested, please send resume and cover letter to Maria Diaz at maria@carolinayouth.org. Applications will be reviewed until position is filled.