



Data and Evaluation Associate Job Description

About Oakland Leaf

Oakland Leaf was founded in 2001 by a collective of East Oakland educators intent on empowering youth voice. Since that time we have developed into a highly regarded youth development institution providing free programming to upwards of 1,000 youth annually.

Our Programming

- 1) Comprehensive after-school programs at schools across East Oakland that emphasize: arts and culture, health and wellness, empowerment and leadership, and having fun -- because kids deserve to be kids!
- 2) High school internships focused on gardening and youth development. This paid internship collaborates with our after-school programs to provide professional and leadership development opportunities.

Our Goal

Empower youth with the confidence to explore life with curiosity and excitement, advocate for themselves and their community, and catalyze change as leaders.

Our People

We are a collection of artists, athletes, activists, educators, life enthusiasts, and above all, passionate supporters of youth in our shared communities. If you possess the passion to make Oakland a more loving, just, and vibrant place, then Oakland Leaf might be the place for you to root in, rise up and branch out.

Specific Duties & responsibilities

- Develop and oversee data collection efforts and audits, and support staff in ensuring that all data is entered accurately and on time
- Oversee the compliance audits and processes of all programs to ensure all programs are in compliance
- Implement program surveys to obtain feedback from stakeholders
- Run reports and create dashboards related to Program Goals and Indicators
- Provide assistance to staff in analyzing data and interpreting results
- Maintain the database system (TBD) at Oakland Leaf
- Design and deliver data and database related trainings for staff as needed
- Be an ambassador of Oakland Leaf, our mission, vision and core values

Your Legacy

- Work closely with leaders to promote data collection, integrity and reporting to ensure we actualize the five-year strategic plan
- Ensure measuring impact strategy is integrated with the core values, strategic plan, and organizational goals
- Learn, teach and grow to elevate your career simultaneously strengthening the organization's capacity



- Help the organization live and breathe it's core values

Skills & Qualifications

- Passion for innovation and excellence in social and restorative justice, and youth development
- Strong organization, attention to detail, data analysis and time management
- Excellent interpersonal and communication (written and oral) skills
- Demonstrated strength in analytical thinking, initiative, and follow through
- Experience in database administration in a related CRM platform
- Continuous learner
- Ability to work independently, reliable, take initiative and problem solve
- Work well in a team setting
- Ability to effectively simultaneously manage multiple projects

Education & Experience

- Bachelor's degree required
- Minimum of 1-3 years relevant professional experience in data collection and/or evaluation
- The ideal candidate will have experience in personnel management, coaching adults, leadership, diversity, social justice and/or community engagement

Working conditions/physical demands

- Normal school and office conditions
- Offsite meetings
- Required to work some nights for events
- Must be able to lift up to 25lb

Oakland Leaf is an equal opportunity employer and will not discriminate against any individual, employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, handicap, or any other legally protected status recognized by federal, state, or local law