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| Position Title: | Research and Evaluation Manager-DYS Initiative |
| Reports To: | Director, DYS Education and Employment Initiative |
| Classification: | Professional, Level 3 |
| Salary Range: | $60,000-$65,000 |

**Commonwealth Corporation**

Commonwealth Corporation is a quasi-public workforce development agency that strengthens the skills of Massachusetts youth and adults by investing in innovative partnerships with industry, education and workforce organizations. Our primary goals are:

* to build regional industry training partnerships that prepare youth and unemployed workers for jobs in demand that lead to higher rates of employment and;
* to upgrade the skills of underemployed workers to meet specific employer skill demands leading to job retention, upgrades and wage gains, and;
* to increase the share of youth engaged in education and employment pathways preparing them for post-secondary education and careers.

Commonwealth Corporation works with hundreds of Massachusetts companies, thousands of new and experienced workers, and thousands of youth and young adults each year. Among other activities, we:

* Administer the Workforce Training Fund, a trust that awards $20 million in grants to companies annually;
* Administer YouthWorks, Massachusetts’ subsidized youth employment program;
* Serve as the lead entity of the Comprehensive Education Partnership (CEP) that delivers education, career development, and employability services to youth who are in the custody of the Department of Youth Services, the Commonwealth’s juvenile justice agency;
* Implement, expand usage of Signal Success, our soft skills and employability curriculum;
* Operate Governor Charlie Baker’s Commission on Digital Innovation and Lifelong Learning, a new, effort to extend education and training to many more people in Massachusetts.

CEP description: In partnership with the Massachusetts Department of Youth Services (DYS) and the Collaborative for Educational Services, Commonwealth Corporation (CommCorp) manages and delivers education and workforce services that reflect a positive youth development approach and furthers the value of social justice and equity for youth involved in the state’s juvenile justice system. The goal of this partnership is to provide youth involved with DYS access and opportunity to a continuum of options and opportunities in residential and community settings that include: high-quality education and training, vocational and employability programming, and other services that support all students in becoming more college and career ready.

Position description: The research and evaluation manager is responsible for the development and implementation of all data collection and evaluation tools, processes, and analysis of CEP programs and projects internal to Commonwealth Corporation and in collaboration with CES and DYS for efforts across the partnership (such as the Youth Outcomes Project). The research and evaluation manager will collaborate successfully with all program managers on the CommCorp DYS Initiative to set goals, develop tools, manage the data, and provide analysis that allows the program managers and the director to report out on the participation and impact that our projects and programs have for youth in the care of the Department. Additionally the research and evaluation manager collaborates with CommCorp’s research department in order to inform our overall research efforts and incorporate best practices in the CEP data collection and evaluation processes.

**Responsibilities**

1. Plan, design and conduct research studies to support program design and evaluate the effectiveness of education or workforce development programs, including programs for youth employability, education, and community college access.
2. Devise methods and procedures for collecting, cleaning, organizing, processing data, and maintaining data integrity.
3. Design and conduct surveys, interviews, focus groups and other data collection techniques.
4. Work closely with program managers in the development of programs, data analysis, and the planning and execution of research and evaluation reporting.
5. Work closely with research and evaluation colleagues from the Collaborative for Educational Services and the department of Youth Services on evaluation efforts including, but not limited to the Youth Outcomes Project.
6. Support program managers in providing technical assistance to the field.
7. Conduct literature reviews and summarize key findings.
8. Analyze data using qualitative and quantitative (econometric /statistical) methods using statistical applications such as STATA and SPSS.
9. Prepare reports and presentations on study findings for researchers and practitioners.
10. Support organization wide learning and research initiatives.
11. Provide database training for internal staff and partners.
12. Manage the development and implementation of program databases. This includes managing any updates, and learning how to make changes to the various databases, or managing the changes to be made with various consultants as appropriate.

**Minimum Qualifications**

Required: a minimum of 3 years program evaluation experience; Master’s degree in Public Policy, Education, Sociology, or related field; strong understanding of quantitative and qualitative research methods; experience developing and managing databases; advanced knowledge of Salesforce; and interest in research on education and workforce development. In addition, experience with direct service or program management of youth development, workforce development, and/or juvenile justice programs preferred.

To apply, please send your cover letter and resume to:

**Email**: [HrApplicant@commcorp.org](mailto:HrApplicant@commcorp.org)

**Mail**:

Commonwealth Corporation

Human Resources

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Commonwealth Corporation is an Equal Opportunity Employer.