

POSITION ANNOUNCEMENT

Data and Evaluation Analyst

Reports to: Program Director

Salary: \$60,000

Full time: 37.5 hours per week



411 S. Wells St.
Suite 300
Chicago, IL 60607
312.356.9990
fotfp.org

Organization:

Mission: We unite people to protect, promote, and care for the forest preserves in Cook County.

Our community advocates for the responsible management of the nearly 70,000 acres of forest preserves in Cook County through advocacy, engagement, and stewardship of the land. Some of the best natural areas in Illinois are right here in Cook County, right outside your urban backdoor. Join our team and help us ensure they are here for the next 100 years. Friends is an organization that gets things done with our members, volunteers, staff, board, and partners. We believe in work-life balance and are here for the marathon, not the sprint (not that we don't sprint on a regular basis).

Operating Budget: \$3,600,000

Summary:

Friends of the Forest Preserves (Friends) program department engages people with the forest preserves in Cook County through jobs and skills training, volunteering, and cultural, recreational, and educational gatherings. Program indicators are measured using social, geographic, and ecological science methodologies. The data and evaluation analyst will work closely with program and grants team members to organize, analyze, and present information in a manner that facilitates data-driven project design, management, and evaluation.

Responsibilities:

- Lead all aspects of program data collection, tracking, analysis, evaluation, and strategy
- Develop measurement tools and methodology for a variety of projects
- Perform quality assurance and routine diagnostics on data and databases, ensuring streamlined, accurate, and effective data tracking systems
- Work with partners to develop and manage collaborative data tracking solutions
- Provide orientation and training to programs staff in protocols for data collection, storage, and interpretation of results
- Support project management using data tracking tools and delivering status updates
- Create variety of data reporting communication tools, such as monthly dashboards, infographics, project reports, and others
- Develop surveys and other evaluation tools to conduct needs assessments and program evaluations
- Produce high quality maps and maintain internal map library
- Perform other tasks as needed

..... board of directors

Ed Woodbury, Chair | Justin Martin, Treasurer | Margaret Frisbie, Secretary

Corryn Antonizio | Kathleen Bruch | Walter Burlack | Cory Chaplin | José H. Colón | Dr. Charles D. Dillon | Thomas Greenhaw, Jr
Tonyisha Harris | Barbara C. Hill | Jason Kaple | Dr. Akilah R. Martin | Dr. Ron Milnarik | Kelly O'Brien | Derk Osenberg | Ryan Wilson



Benjamin Cox, Executive Director

Required Qualifications:

- Inclusive and respectful approach to working with diversity of people and partners across race, ethnicity, socioeconomic status, gender, and other identities
- Open and willing to examine and work on individual and organizational biases
- Desire to work collaboratively and contribute to Friends mission
- Strong and independent commitment to accuracy and scientific integrity
- At least 3 years employment or graduate program experience in data and/or impact analysis
- Ability to comprehend, analyze, and interpret data in relation to project goals
- Ability to solve problems involving several options
- Excellent analytical and quantitative skills
- Experience developing and analyzing social science surveys, or skills that will facilitate self-learning about these methodologies
- Excellent technical and communication skills
- Proficiency with Microsoft Excel, Google Office Suite, ArcGIS, Google Earth, and Basecamp (or other project management platforms)

Beneficial Skills/Qualifications:

- Ability to facilitate meetings
- Clear, concise, and accurate writing skills
- Experience working in environmental, social sciences, or mission-driven organization
- Experience working with grants
- Familiarity with a variety of program evaluation approaches and methodologies, such as the Equitable Evaluation Framework

Benefits

- Health, dental, short- and long-term disability, and \$100,000 of life insurance coverage
- 403b retirement account with 3% match after 1 year
- 3 weeks of vacation
- 14 days of holiday and personal time
- 10 sick days

To apply: Send cover letter, resume, and two references to: Jillian DiCarlo, Finance and Administration Director, jillian@fotfp.org. Incomplete applications will not be considered. Please NO calls, faxes, office visits, or emails (other than email presenting application).

Women, minorities, and seniors are strongly encouraged to apply. Friends of the Forest Preserves is an equal opportunity employer that considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or sexual orientation (in addition to observing all legal protection of special status). Friends is an equal opportunity employer promoting diversity in the environmental community.