



## Who We Are

Kaye Implementation & Evaluation, LLC was established by Dr. Sarah Kaye in 2012 to conduct research and evaluation in the service of children, youth and families. We are a growing team of dedicated professionals with training and experience in the social services and social science. Our team is committed to supporting our partners to advance practice and outcomes through high-quality implementation, research, and evaluation.

## What We Do

We partner with child, youth, and family-serving organizations and their stakeholders to support programs to reach their intended outcomes. Our collaborative approach includes:

- Listening to our partners to understand context and the organization's goals.
- Identifying rigorous and innovative approaches and methods that can meet our partners' needs.
- Discussing evaluation strategies and making decisions together about how best to achieve evaluation goals.
- Valuing diversity of individuals, perspectives, and expertise.
- Integrating research and evaluation practices that are culturally responsive and equitable.
- Working alongside partners throughout study design, execution, interpretation, and reporting to ensure that all evaluation activities are grounded in practice.

## Our Partners

Kaye Implementation & Evaluation partners with agencies and organizations that reflect diverse communities across the country. We help our partners to explore needs and identify solutions, build evidence about their intervention models, and/or gather data about how to improve implementation and outcomes. Our partners have included: federal, state, and local government agencies; national and local foundations; organizations that provide training and consultation to advance evidence-informed or promising practices; and community-based child and family serving agencies.

## Our Team Approach

We strive to provide our employees with opportunities to grow, explore, and excel in a virtual, flexible, team-oriented workplace. We work together to deliver accessible and innovative evaluation services to our partners that exceed expectations and add value to their work with children and families. Employees work independently and as part of a virtual team that meets in person on a periodic basis. We value life outside of work and are committed to ensuring the wellness of our team in addition to improving the lives of others. We strive to be a challenging, rewarding, and fun work environment that encourages curiosity and initiative and rewards teamwork and a commitment to grow and learn.

## The Position: Data Analyst

We are looking for a curious, meticulous, and thorough team member that is highly skilled using Stata, passionate about working with messy, complex data, and dedicated to improving the lives of children, youth, and families through the use of data, research, and program evaluation. The Data Analyst will contribute specialized expertise in data management and analysis of complex quantitative data sets as a member of one or more project-specific teams assembled to meet the unique needs of each evaluation study. The Data Analyst shares accountability for high-quality work with the project team.

The Data Analyst plays a pivotal role in designing and performing rigorous and useful evaluation of social service programs. Specific responsibility areas include:

- Approaching research and evaluation with humility, respect, and commitment to cultural responsiveness and equity.
- Closely collaborating with team members throughout the project.
- Effectively communicating with project team members, partners, and stakeholders.
- Proposing, selecting, and facilitating secure data transfer and storage.
- Preparing and managing data analysis files.
- Performing and/or facilitating data collection and entry.
- Linking multiple tables using common identifiers.
- Performing rigorous sampling techniques.
- Constructing statistically equivalent matched comparison groups.
- Writing syntax for data analysis.
- Conducting quality assurance checks.
- Performing descriptive, inferential, and predictive analyses.
- Maintaining detailed data documentation throughout the data cleaning and analysis process to ensure the replicability of all results.
- Using data visualization to present data in easy-to-interpret tables, charts, graphs, exhibits, and infographics for diverse audiences.
- Collaborating with team members to develop clear and user-friendly professional reports, articles, and presentations that are designed to help our partners and their stakeholders understand and apply meaningful findings.
- Teaming to ensure that all project deliverables are completed on time and meet or exceed expectations.

This is a part-time remote position with occasional travel (up to 3 trips per year) to participate in team meetings and presentations (after established company and community safety standards related to COVID-19 have been met). This position has the potential to become full-time.

## This Job is Ideal for Someone Who is...

- Mission-driven – finds purpose and meaning in research and evaluation that helps people
- Collaborative – strives for individual and team success
- Curious – eager to learn, grow, and explore
- Meticulous & Thorough – painstakingly identifies and resolves data issues, ensuring accuracy and rigor
- Methodical & Systematic – performs tasks in a deliberate, orderly, and organized manner
- Analytical – applies critical thinking and research skills when solving technical and complex problems
- Intentional & Precise – enjoys the scientific process and excels when rigorously applying it
- Adaptable & Responsive – thrives doing work that is dynamic and evolving
- Conscientious & Gracious – approaches both research and relationship building with humility and warmth

## Minimum Qualifications for Data Analyst

- Master's degree in data science, data analytics, applied statistics, public health, public policy, social work, sociology, psychology, or a related field
- Demonstrated proficiency conducting quantitative analyses, including using Stata statistical software to prepare and manage analysis files by linking multiple tables using common identifiers, writing syntax for analysis, conducting quality assurance checks, performing descriptive and inferential analyses
- Strong interpersonal skills, including a demonstrated ability to develop and maintain working relationships with team members, partners, and stakeholders
- Excellent oral and written communication skills with the ability to convey complex research findings and to develop clear, visually compelling reports for diverse stakeholders
- Demonstrated expertise using data visualization to present user-friendly information
- Proven organizational, project, and time management skills
- Ability to work on multiple projects effectively, both independently and collaboratively with a team
- Strong commitment to a collegial workplace

## Desired Qualifications for Data Analyst

- Experience performing data management and analysis with data files from public and/or private human service agencies
- Knowledge of child welfare research, systems, programs, policies, and the CFSR process
- Experience performing analyses using child welfare administrative data sets; for example, experience with CFSR statewide indicators, CCWIS, SACWIS, NCANDS, and/or AFCARS
- Experience exploring issues of overrepresentation, disparities, bias, and inequity
- Familiarity with culturally responsive and equitable evaluation principles

Kaye Implementation & Evaluation values diversity and lived experience. We are an Equal Opportunity Employer and do not discriminate on the basis of race, ethnicity, color, religion, national origin, age, veteran status, marital status, sex, sexual orientation, gender identity, or any other protected status under applicable law.

*To apply, please send cover letter and resume or CV to [info@kayeimplementation.com](mailto:info@kayeimplementation.com).*