



THE LITERACY COUNCIL  
OF CENTRAL ALABAMA

## The Literacy Council of Central Alabama Program Impact Fellowship Description

### **SUMMARY OF POSITION**

The Program Impact Fellow will evaluate and analyze The Literacy Council programs. This includes developing a comprehensive plan to measure and analyze program impact for purposes that include enhancement of programs, filling gaps in service, capitalizing on opportunities for partnership, and building awareness. The Program Impact Fellow will work in collaboration with The Literacy Council leadership and program teams to identify key areas for evaluation and help establish metrics to help ensure that programs are effective, efficient, and have high impact in improving literacy skills. The Program Impact Fellow will help communicate program impact. The Program Impact Fellow will report to the Director of Literacy Initiatives.

### **KEY AREAS OF RESPONSIBILITIES**

- Design and manage an overall strategy for the collection and analysis of impact data, both quantitative and qualitative, from programs throughout the organization and from different data sources.
- Analyze what is currently measured, what has previously been measured, and what needs to be measured
- Identify factors that impact consistency of taking measurements and determine strategies for consistent collection and reporting.
- Help identify and address data quality issues and communicate key data quality issues to leadership.
- Evaluate current data collection and analysis and provide recommendations to enhance the process, including follow ups with program participants.
- Identify metrics that can be used across all programs and identify metrics that are specific to programs
- Develop plan that supports current data management system with tactics for addressing barriers.
- Elevates successes of programs to ensure effective communication of TLC's programs and impact.
- Create measurement frameworks that can be used for impact evaluation of TLC's programs and activities.
- Work with TLC program teams to help define and incorporate methods and tools for impact measurement.
- Develop a comprehensive SWOT analysis of TLC's programs.
- Map TLC's programs and the people served.
- Leverage internal and external research and analysis to identify areas for opportunities and growth.
- Develop dashboards and data visualizations for key users to better explore, analyze, and visualize data to help understand, communicate, and improve outcomes.
- Breakdown complex data into compelling and actionable insights
- Analyze, synthesize, and produce key insights and reporting that can inform multiple audiences such as key leadership, staff, supporters, and other stakeholders.

### **General Agency Duties**

- Answer helpline as needed and make referrals for learners.
- Represent TLC at community events.
- Participate in professional development opportunities and staff activities.
- Support efforts of Executive Director to advance agency's mission.
- Perform other agency duties as assigned.

### **QUALIFICATIONS:**

- Bachelor's degree required, Master's Degree in Public Administration, Public Policy, Social Science, Education, Psychology or related field preferred.

- Experience in program strategy, research measurement, and evaluation.
- Demonstrated knowledge of Data Management and Systems, including familiarity with data analysis and systems such as SPSS, Stata, or Statistica.
- Demonstrated experience in research methodologies including quantitative analysis, data collection, statistics, and/or data modeling .
- Experience with both quantitative and qualitative research methods preferred.
- Excellent strategic thinking skills, with the ability to transform ideas into action and apply research findings to ongoing program development with a focus on metrics, outcomes, and results.
- Project management, prioritization, and planning skills, with demonstrated success producing high-quality deliverables on time and within budget.
- Ability to translate complex ideas and make them easy to understand
- Outstanding ability to detail.
- Strong interpersonal skills and ability to work effectively on a team.
- Knowledge of research and current trends in adult literacy, education, and workforce development strongly preferred.
- Passion for improving the lives of people with low literacy, sensitivity to their privacy, and a sensitivity to the needs of diverse racial and ethnic populations.

**Position type:** Full time, currently funded for one year

**Compensation:** \$35,000

**Benefits:** 75% Employer-Paid Medical, Vision and Dental insurance (single); matching retirement plan; generous schedule of paid time off and paid holidays.

**Please submit resume and cover letter to [careers@literacy-council.org](mailto:careers@literacy-council.org).**

**Please include “Program Impact Fellow” in the subject line.**

***All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, or veteran status.***