



Job Title: Data Collection Specialist (DCS)
Department: Youth Enrichment & Support
Reports to: Youth Enrichment & Support Program Manager
FLSA Status: Independent Contractor (up to 20 hours per week)
Salary Range: \$18 per hour
Prepared Date: 12/15/2021

Organization Description:

The International Institute of Minnesota (IIM) is a fast-paced, innovative organization with talented staff who are mission driven and support one another in their work. Since 1974 IIM has resettled 25,000 refugees in the Twin Cities and remains one of the largest sponsors of refugees statewide. Its immigration and citizenship services helped nearly 15,000 New Americans achieve U.S. citizenship since 2001. From 2012 to 2018, IIM experienced exponential growth, establishing the organization as an expert in education and workforce development for immigrant and refugee communities. With more than 21 million refugees worldwide waiting to begin new lives, and an increasing workforce shortage in Minnesota, IIM's programs continue to be in demand and important abroad and in Minnesota.

Purpose:

The Data Collection Specialist will work as part of the Youth Enrichment and Support Team of IIM. The Youth Enrichment and Support program provides the USCRI's Relationships, Education, Advancement, and Development for Youth for Life (READY4Life) national program at the local level. This program supports refugee and immigrant youth ages 14 to 24 through the provision of Relationship Enhancement® education, comprehensive case management, and support services that bolster positive socioemotional development and promote successful transitions to young adulthood. The program includes a Randomized-Controlled Trial impact evaluation in partnership with an outside evaluation team, which will be the employer of the DCS.

Duties and Responsibilities:

- The DCS will provide on-site support and complete all data collection responsibilities.
- The DCS will be bilingual in English and in the language of an immigrant community in the Twin Cities, enhancing the access of participants to the evaluation process and reducing barriers that may present when gathering information to determine outcomes.
- The DCS will be available to IIM for evaluation and monitoring and will play a significant role in providing on-site support for the evaluation team.
- The DCS will be contracted to work for Educational Evaluators, Inc. (EEI) and will be provided training on the overall evaluation methodology, survey administration protocols, coding mechanisms, and data collection instruments.

- This individual will be responsible for all data collection activities such as electronic survey administration, survey collection, and coordination of data collection and survey administration dates.
- Upon administration and collection of completed electronic survey forms, the DCS will email completed surveys in password-protected zip folders to EEI offices off-site for processing and review, where the surveys will be stored on password-protected computers and kept secure, accessible only to EEI staff. EEI will develop survey administration and data collection monitoring reports to be used by DCSs to track survey administration dates for pre-surveys, post-surveys, and six (6) month follow-up surveys.

Requirements:

- Fully vaccinated for COVID-19
- Cultural competency, experience working with refugee and immigrant populations
- Bilingual in English and Amharic, Oromo, Karen, Arabic, Somali, French, Spanish or another language of the program participants.
- Ability to effectively communicate with site participants
- Experience with data collection and/or program evaluation
- Ability to effectively interact with administrative and support staff
- Ability to be well organized and efficient with scheduling
- Competency with use of convertible tablets and portable technological devices
- Attention to detail that provides the ability to follow specific protocols
- The candidate must have dedication to the human rights of refugees, immigrants, asylum seekers and displaced people.

Preferred:

- Prior experience with social services provision, employment services or refugee resettlement.

Training Requirements:

- Must complete a 3-hour, free online ethics training prior to working with participants.
- Complete additional training and job duties as identified by supervisor(s), program manager or Human Resources

Additional Information:

- References and background check will be required at time of the final interview.
- This position will be employed by Educational Evaluators, Inc. (EEI) and provides hourly compensation. It does not offer any other benefits since this is an independent contractor position.
- While this position is employed through EEI, the DCS will report to the Youth Enrichment & Support Program Manager for on-going direction/support.

Physical Demands:

- Use of manual dexterity, tactile, visual, and audio acuity.
- Use of repetitive motion, prolonged periods of sitting, and sustained visual and mental applications and demands.
- Occasional lifting (up to 25 pounds), bending, pulling, and carrying.

EEO Statement:

International Institute of MN is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To Apply:

Submit cover letter and resume to Tanya Battista via email tbattista@iimn.org. Position opened until filled. No phone calls or walk-ins please.

Revised: 12/15/2021