



Dynamic NYC Organization Seeks “Program Data Coordinator”

New Heights was founded in October 2005 in New York City as an independent non-profit organization. Our mission is **“to educate and empower promising underserved youth to be leaders, champions and student-athletes by developing the skills necessary for success in high school, college and life.”** We are located in the newly renovated Major R. Owens Health & Wellness Community Center in Crown Heights, Brooklyn. Our facility includes three basketball courts, three classrooms, offices, and additional tutoring rooms and meeting spaces.

New Heights provides intensive, long-term support for promising young athletes from underserved communities to develop the academic skills, leadership abilities and character traits ultimately necessary to be successful in life beyond sports. Through our new home and programming, we will be expanding our services to impact thousands of youth annually, primarily in grades 4-12, through our College Bound and Community programs that include:

- Travel basketball teams
- Academic support, tutoring, counseling and workshops focused on social-emotional learning and life skills
- High school preparation, guidance and placement services
- College preparation, guidance and placement services
- New Heights Summer Academy (an academic-athletic summer program)
- Community-based clinics, leagues, camps, workshops and events

The “Program Data Coordinator” will support the success of New Heights’ College Bound and Community programs by taking primary responsibility for tracking key logic model metrics, reporting on KPIs and utilizing collected data to evaluate program success. This position is full-time, reporting to the Data and Evaluation Manager, and expected to be onsite at our new office in Brooklyn three days a week.

Primary Responsibilities:

- Maintain New Heights’ Salesforce database and all other metrics tracking systems and dashboards (including demographics, attendance, academic and athletic outcomes).
- Utilize New Heights’ existing Logic and Program Models to ensure outcomes are tracked and benchmarks met.
- Collaborate with program leadership to identify additional indicators of program success and to design data collection instruments such as forms, surveys, focus group protocols, interviews, and observation guides.
- Collect, analyze and report on attendance, academic, demographic and athletic assessment data using collection instruments disseminated to program staff, families and/or participants for evaluation and improvement purposes.
- Communicate with youth, families and program staff to share information regarding program scheduling and data collection.

- Conduct data reporting sessions and meet with program staff regularly to discuss collection results and recommend actions to promote continuous program quality improvement.
- Review data in New Heights' databases, conduct data quality assurance checks, and collaborate with program staff to identify systemic issues and improve data quality where necessary.

Salary and Benefits:

- Salary compensation range depending on experience and qualifications: \$45,000 - \$55,000 annually.
- Comprehensive benefits package including:
 - Insurance – Medical, Dental, Vision
 - 401K with employer contribution
 - 20 PTO/ 15 Holidays, not including an organization-wide week off in the summer.

How to Apply:

- Please send a resume and cover letter to Jules Leiternann at Jleiternann@newheightsnyc.org. Please put "Data Coordinator" in the subject line. No phone or fax inquiries– we will respond if we require further information.