



2840 N. Milwaukee Avenue · Chicago, IL 60618
T: 773-384-4370 · F: 773-384-0624 · www.palenguelsna.org

Employer Name: Palenque LSNA/Parent Engagement Institute (PEI)

Website: <https://www.parentengagement.institute/>

Contact Person: Fanny Y. López Benítez, Director of Innovation and Evaluation

Email: flopez@lsna.net

Position Title: PEI Data Coordinator & Analyst

About Palenque LSNA and Parent Mentor Program

Palenque LSNA is a community-based organization building power for education, immigration, and housing equity, particularly in the Avondale, Hermosa, and Logan Square neighborhoods of Chicago, and leads and collaborates with coalitions for policy change across the city and state.

Palenque LSNA is a woman of color led organization that centers the voices and experiences of the primarily Latinx, indigenous, and immigrant leaders who guide our work. Our vision is for BIPOC and immigrant parents, young people, and individuals to determine the future of their own lives and their families, schools, and communities. At LSNA, we channel our power and energy through Palenque. Historically, Palenque is an example of Black, Brown, and Indigenous resistance and solidarity—spaces where radical liberation could both exist and thrive. Palenque describes a spirit of resistance, solidarity, and self-reflection, intentionally centering Black, Brown, and Indigenous communities.

A core part of Palenque LSNA is the Parent Mentor Program, where cohorts of parents in our neighborhood schools come together for a yearlong fellowship where they serve as classroom tutors and community leaders. We are committing to sharing and growing this organizing model through the Parent Engagement Institute.

The Parent Engagement Institute (PEI) is a partnership between Palenque LSNA and Southwest Organizing Project (SWOP). We are:

- A network of community organizations building the Parent Mentor model in our own
- neighborhood schools
- A training and coaching institute, on both organizing and instructional practices, for organizers
- and parent leaders
- An organizing campaign seeking to make the Parent Mentor model the new normal, changing
- the narrative and changing practices on parent leadership
- A steward and redistributor of funding for community organizations to do this work.

The Parent Engagement Institute builds organizational capacity by challenging partner organizations to make the Parent Mentor Program a vehicle for leadership and organizing. We sustain program validity by providing a structure, supported by guidance and love, so that expectations are clear, and we sustain the essence of the program by modeling the values of the Parent Mentor Program throughout our work. We cultivate a powerful network of Parent Mentor staff and leaders while at the same time providing individualized coaching to partner organizations, recognizing that every school, organization and community is unique. We set the strategy to expand the Parent Mentor model across the nation and



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guide parent mentor leaders to lead that campaign.

Position: PEI Data Coordinator & Analyst

The PEI Data Coordinator & Analyst will work remotely with the Manager of Innovation and Evaluation and the Director of Innovation and Evaluation for the Parent Engagement Institute (PEI) to manage our database system and process, coordinate data collection, analyze data, and distribute data to support continuous quality improvement, reporting and evaluation. The PEI Data Coordinator & Analyst will also disseminate data analysis findings to foster a culture of learning and innovation within PEI. The ideal team member will have a passion for equity and social justice, a strong education for liberation mindset, and a deep interest in using data for learning and innovation.

Duties and responsibilities include:

Database Management/Coordination (40%)

- Serve as a technical expert of the Salesforce database and data management system.
- Oversee the development and maintenance of the Salesforce database system for collecting program data.
- Develop and manage data collection plans, procedures, and protocols, including a data workflow, user friendly tools and forms, and technical support plan for data collection and entry.
- Develop training plans, tools, and resources for assisting staff and partners in database use and data collection.
- Assist innovation and evaluation team with systematic review of data collection methods, tools, and protocols for continuous quality improvement (e.g., pre and post surveys, monthly reports).
- Work with staff to understand data needs, interests, challenges, and requests.
- Support staff through technical assistance and coaching to address challenges and concerns and to improve data quality.
- Facilitate data culture improvement efforts and initiatives in collaboration with the innovation and evaluation team.
- Clean, code, and sort data, as needed.

Data Analysis (40%)

- Analyze PMP data and conduct research with external evaluators to better understand student outcomes and impact.
- Analyze data from Parent Mentor Program surveys and focus groups, as well as CPS and ISBE secondary data to inform process evaluation.
- Develop data reports for PEI, ISBE, organizational partners, and grantees, as needed and requested.
- Responsible for data reports and data requests.
- Shares programmatic data and analysis with external evaluators for evaluation purposes.



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- Provide data for Ladders of Opportunity pilot organizations for needs assessment and evaluation activities.
- Identify and summarize key findings and lessons from program data to promote their use within PEI in a way that empowers staff and honors and celebrates the work.
- Collaborate with the innovation and evaluation team to provide data analysis for data communications as requested.
- Collaborate with school districts, social systems, researchers, universities, and institutions in order to obtain needed data (ex. student outcome data from ISBE and CPS).
- May coordinate the work of the data interns or consultants as needed.
- Use data analysis strategies that align deeply with our Pro-Black, Pro-Brown, Pro-Immigrant, Pro-Healing Education for Liberation values and build the power of PEI (e.g., use of stories and counter-narratives, harm reduction strategies).

Participation in the Parent Engagement Institute Team (15%)

- Participate in weekly PEI team meetings and annual retreats.
- Assist with advocacy efforts needed for our annual state budget campaign and other fundraising efforts.
- Assist with the statewide trainings and convenings such as Parent Mentor Graduation as needed.

Collaboration with Palenque LSNA staff (5%)

- Participate in weekly Palenque LSNA staff meetings and other organizational activities.
- Attend community meetings and other public events as appropriate.

Qualifications

- Master's degree in Public Administration, Public Policy, Economics, Data Science, Statistics, or related field, or equivalent experience leading data coordination and analysis.
- 2-5 years experience working in social science research, program evaluation, and quantitative and qualitative data analysis.
- Strong analytical and communication skills (oral and written) and enthusiasm for breaking down and explaining complex ideas.
- Experience with statistical software (R, STATA, SPSS, Excel, etc.) skills, required.
- Familiarity with mixed-methods research (quantitative and qualitative), community-based participatory research, process evaluation, and continuous quality improvement.
- Aptitude for taking initiative, working independently, and problem solving.
- Passion for learning, detailed oriented, and respectful of program data confidentiality.
- Ability to coach, mentor, teach, and support colleagues with data collection and analysis systems and tools.



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- Commitment to education for liberation and centering Black and brown experiences.
- Lived experience in immigrant and/or Black communities.
- Strong computer skills such as the Google Suite.
- Bilingual (English/Spanish) will be a plus.

Compensation and Benefits: The base salary range for this position is \$55,000-65,000 depending on experience and includes a comprehensive benefits package. Palenque LSNA covers 80% of health benefits (we also offer health, dental, vision, and life insurance) and 401(k) plans. Full-time employees are eligible for company benefits, including 10 days of vacation during the first two fiscal years of employment, and 15 days thereafter, 12 days of sick leave accrued monthly, 3 Personal Days, 1 Birthday, and 9 company holidays. Additionally, Palenque LSNA is closed from December 24th through January 1st of each year. Flexible work environment, including the possibility of remote work.

Vaccination Status: All LSNA employees will be required to present proof of COVID-19 full vaccination. Medical exemptions will be considered.

To apply: Please submit the following to Fanny Y. López Benítez at flopez@lsna.net with “PEI Data Coordinator & Analyst” in the subject line:

1. Resume or CV
2. A cover letter highlighting your relevant experience
3. References
4. Two relevant work samples (reports, memos, briefs, one-pagers, slide decks)

The position is available to start in September 2022. Applications will be considered on a rolling basis.

If you have any questions about the position prior to applying, please submit them in writing to Fanny Lopez Benitez, Director of Innovation and Evaluation, flopez@lsna.net under the subject line “PEI Data Coordinator & Analyst.”