

## Chicago Learning Exchange: Summer Data Fellow

**About the Chicago Learning Exchange:** The [Chicago Learning Exchange](#) (CLX) has as its mission to inspire and support innovation that equips digital-age learners and leaders to close Chicago's opportunity gap. We envision Chicago as a connected community where all learning counts. CLX works with a community of 300+ youth-serving organizations, employers, cultural institutions, city agencies, technologists, foundations, and universities to remake learning in Chicago so it's driven by learners' interests, enhanced by technology, and connected to opportunity. We are committed to achieving greater equity of access to high-quality, relevant learning experiences to close the opportunity gap for low-income youth.

### Overview

The New Sector Summer Fellow will help contribute the success of one of CLX's largest partnerships – One Summer Chicago (OSC) - a citywide summer youth employment initiative. CLX partners with OSC to build engaging digital learning experiences and award digital badges to recognize youth skills during the summer. CLX leverages a digital learning and badging platform – LRNG – in service to this work. Over the 2019 summer, thousands of youth participating in OSC will utilize LRNG to build skills related to financial capabilities, workplace norms, and goal setting and earn digital badges to mark their achievements. LRNG learning modules (called Playlists) and badges support OSC youth in developing key work-readiness skills, critical for success in their summer jobs and beyond.

The Fellow will support all data management, data administration, and reporting for this partnership in order to ensure that CLX and OSC are able to track progress to goals and outcomes effectively and efficiently.

### Responsibilities:

The Summer Fellow will be responsible for data management and reporting related to One Summer Chicago, including:

#### Data Management (60%)

- Improve upon current mechanisms for tracking youth progress on LRNG during the summer
- Develop a protocol for cleaning and reporting on youth data to CLX Program Manager and to ~70 OSC program sites
- Clean and manage data for thousands of OSC youth
- Adhere to CLX data privacy protocols
- Participate in onboarding to the CLX Salesforce CRM database and use Salesforce for some data management and reporting, as needed

#### Reporting (40%)

- Create and send weekly reports to OSC program sites on youth progress
- Respond quickly and courteously to program site requests for reports
- Create bi-weekly data visualizations of LRNG usage for CLX Program Manager
- Develop outline and copy for end-of-summer report on OSC partnership

#### **A successful Fellow at CLX will be:**

- Skilled in Microsoft Excel and in technology tracking
- Comfortable with taking initiative; willing to jump in as a self-starter
- Detail-oriented and precise
- Passionate about using data for process improvement