



Job Description

PROGRAM DATA ASSISTANT

Job Locations: US | Milwaukee, WI

Position Type: Part-Time (15-20 hours per week)

Our Company

Overview

Our movement is dedicated to strengthening families by fostering spaces of learning, support, and growth for individuals and their relationships. As our organization grows, we are committed to building a team of competent, dynamic, and empathetic individuals to drive this mission forward.

The Program Data Assistant is responsible for collecting and quantifying participant data across our programs to ensure high-quality service delivery. Working closely with our program teams, this part-time role uses surveys, interviews, and other methods to gather valuable insights. This position will directly help us measure and improve the impact we make on fathers, families, and youth in Milwaukee County.

Responsibilities

- Collect quantitative and qualitative participant data using surveys, interviews, and other assigned methods.
- Perform accurate and timely data entry into tracking systems.
- Assist with program quality assurance to ensure accurate reporting and high standards.
- Work with and learn from partnering Senior Data Analyst to review and quantify program outcomes.
- Maintain accurate and current records and programmatic documentation.
- Submit all required data reports and documentation on time.



- Attend and participate in staff meetings, training sessions, and other professional development activities as needed.
- Maintain positive public relations and interact respectfully with program participants during data collection.
- Follow instructions and abide by Agency policies and procedures.
- Operate as a positive role model for participants served and Agency staff.
- Assume other duties, responsibilities, and projects as needed.

Qualifications

- Students are encouraged to apply; final year bachelor's degree students or above are strongly preferred.
- Strong attention to detail and accuracy in data entry and collection.
- Excellent verbal communication skills for conducting participant interviews and surveys.
- Familiarity with data tracking systems, spreadsheets, and Microsoft Office Suite.
- Ability to work independently while collaborating closely with the data team and program staff.
- Ability/openness to learn new techniques and carry out programming the FMP way.
- A passion for our mission to strengthen families and support fathers and youth.

Position reports to:

- Director of Program

Position supervises:

- None



If interested, please send your resume to:

HR@Fathersmakingprogress.org with the subject line:

PROGRAM DATA ASSISTANT