

Careers

The David P. Weikart Center for Youth Program Quality, an operating unit and the largest center of the Forum for Youth Investment, builds the capacity of public and private agencies to implement quality improvement and performance systems that simultaneously foster professional learning and whole-child development with the purpose of improving social-sector outcomes. More specifically, Weikart's research-based core products and services are currently used in over 4,700 out-of-school time settings nationally and form the basis for quality improvement systems in over 125 publicly and privately funded systems. The Weikart Center empowers education and human service leaders to adapt, implement, and scale best-in-class, research-validated, quality-improvement systems to advance child and youth development. The Weikart Center's groundbreaking work in program quality and continuous improvement undergirds the Forum's deeply rooted commitment to positive youth development policies and practices.

Benefits

We provide the following benefits to our employees:

- A comprehensive health benefits program including medical, dental, and short and long-term disability insurance
- A 403b retirement plan
- A pre-tax flexible spending program for medical and dependent care needs

We are always looking for talented individuals to become part of our team. If you are interested in learning more about career opportunities with the Weikart Center, please contact us at jobs@cypq.org ^[1].

Opportunities:

[Administrative Assistant](#) ^[2]

The Administrative Assistant will provide support to the Managing Director and Weikart Center Leadership Team, including support for quick-turnaround assignments and regular in-box and schedule management. The Administrative Assistant will also provide general support on administrative, facilities- and logistics-related tasks including inventory management; coordinating, packing, and shipping of materials; and documentation of process steps. The successful candidate will have excellent attention to detail, display initiative, and follow through on a range of tasks that support organizational efficiency and excellence.

[Project Management Assistant](#) ^[3]

The Project Management Assistant (PMA) supports routine delivery of services to out-of-school time (OST) clients, as well as project design and management processes. This includes: coordination of project timeline events such as live and online training and technical assistance; coordination of logistics; prep and delivery of materials related to live and online training and technical assistance; design and editing of new products and training materials; web updates; record-keeping of data in CRM software; and maintenance

of client records and relationships. Support the internal teams through maintenance of existing and development of new systems and protocols. The ideal candidate will blend superior administrative, organizational, detail-oriented, and logistical skills with experience in and a passion for the youth development field.

[Research Assistant/Research Associate](#) ^[4]

The Research Associate and Research Assistant support Research & Evaluation team activities, such as coordination and oversight of data collection (including survey administration and data entry), production and quality control of research & evaluation reports, qualitative and quantitative analyses, and maintaining positive client relationships. The ideal candidate will possess strong administrative and organizational experience, basic project management and data analysis skills and a background in and a passion for the youth development field. **Note: This job description describes two levels of research positions: the Research Assistant and the Research Associate. Candidates largely meeting both the required and preferred qualifications will be considered for the research associate role. Candidates largely meeting only the required qualifications will be considered for the research assistant role.**

All positions at the Weikart Center are based in our Ypsilanti, MI office unless otherwise noted.

[Openings at the Forum for Youth Investment office in Washington, D.C. can be viewed here.](#) ^[5]

The Forum for Youth Investment is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer and drug-free workplace, and to comply with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at jobs@forumfyi.org ^[6] if you require a reasonable accommodation to complete your application.

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Source URL: <http://www.cypq.org/careers>

Links:

[1] <mailto:jobs@cypq.org>

[2] [http://cypq.org/sites/cypq.org/files/2019-03-Admin Asst-Job Description.pdf](http://cypq.org/sites/cypq.org/files/2019-03-Admin%20Asst-Job%20Description.pdf)

[3] [http://cypq.org/sites/cypq.org/files/2019-05-07-Project Management Asst-Job Description.pdf](http://cypq.org/sites/cypq.org/files/2019-05-07-Project%20Management%20Asst-Job%20Description.pdf)

[4] [http://cypq.org/sites/cypq.org/files/2019-03-Research Associate or Research Assistant-Job Description.pdf](http://cypq.org/sites/cypq.org/files/2019-03-Research%20Associate%20or%20Research%20Assistant-Job%20Description.pdf)

[5] <http://forumfyi.org/job-openings>

[6] <mailto:jobs@forumfyi.org>