



Contract Description: Indy Summer Learning Labs – Data & Logistics

Organization: The Mind Trust

Reports to: Jazmin Sanders, Senior Director of Innovative Learning

Start Date: February 2026

Location: Marion County, IN

Engagement Type: Contractor/Service Agreement

Time Commitment: Anticipated February hire date through July 31, 2026

Compensation

The compensation for this work is up to \$5,000 a month service agreement for the contract term as a contractor of The Mind Trust. Indy Summer Learning Labs (ISLL) anticipates that the contractor will be responsible for the data & logistics work from the time of hire (anticipated start is early February) through July 31. The first month compensation will be prorated based on the final term start date.

Initiative Overview

The program began in 2021 when The Mind Trust (TMT) and the United Way of Central Indiana (UWCI) partnered to launch the Indy Summer Learning Labs program. This initiative was created to help address academic gaps in Marion County students caused by disruptions from the COVID-19 pandemic and has since expanded to accelerate students' learning. ISLL combines focused instruction with engaging summer activities, aiming to bridge learning gaps in math and reading. Over the years, the program has grown significantly, showing consistent success in improving student proficiency in both English Language Arts (ELA) and Math.



- **2021:** ISLL served nearly 3,000 K-8 students across 38 sites, leading to a 20% increase in English Language Arts (ELA) scores and a 27% increase in Math scores, with significant gains.
- **2022:** The program expanded to 39 sites, serving 5,000 students, with a 25% increase in ELA and a 24% increase in Math scores.
- **2023:** ISLL grew to 44 sites, reaching approximately 5,000 students, showing an average growth of 23.5% in ELA and 22% in Math.
- **2024:** The program expanded further to 52 sites, serving nearly 5,300 students, and saw a 26% growth in ELA and a 24% growth in Math proficiency.
- **2025:** ISLL served 55 sites reaching 5,300 students, with 27% proficiency growth in both ELA and Math.

A [detailed report](#) offers insights into the program's 2025 outcomes.

Contractor Scope of Work

The data and logistics specialist plays a key role in supporting the smooth execution of program operations through accurate data management and logistical coordination. This work provides dedicated support for data collection, management, and troubleshooting within the program's enrollment, attendance, and assessment platforms. The contractor will collaborate closely with vendor partners, site partners, staff, and the program team to ensure all operational and reporting systems function efficiently and effectively throughout the program cycle. The contractor will directly support site partners and program staff in providing high-quality summer learning experiences for students across Indianapolis, ensuring accurate data collection and smooth program operations.



Responsibilities

Data Management & Reporting

- Support data collection, tracking, and entry for student enrollment, attendance, and assessments.
- Maintain and update information in the enrollment(Avela), attendance, assessment (LinkIt), and survey platforms; identify and troubleshoot data issues as they arise.
- Generate, review, and organize reports using Looker Studio and other reporting tools to ensure data accuracy and consistency.
- Support ongoing communication with site partners regarding data needs, deadlines, and updates.
- Ensure data accuracy and quality assurance, reviewing data for completeness and correctness.
- Synthesize data and generate actionable insights to support program decisions and improvements.
- Support Simplicity Education in the rostering of teachers and students to the assessment platform.

Operational & Logistical Support

- Assist site partners and program staff with daily logistical and operational needs related to data, attendance tracking, and program participation.
- Help coordinate data-related timelines, ensuring information is submitted and processed accurately and on schedule.
- Review and monitor all required submission of plans from site partners, ensuring deadlines are met and documents are complete.
- Collaborate with the program team to ensure smooth daily operations across multiple sites.
- Support the preparation and distribution of materials for training, site visits, and program events.
- Train or support colleagues and site partners on platform use, data entry, and reporting procedures.



Collaboration & Communication

- Serve as a responsive point of contact for site partners regarding data or operational questions.
- Communicate updates, troubleshoot issues, and share best practices related to data processes.
- Work closely with internal team members to improve systems and streamline data workflows.

Qualifications

- Demonstrate a commitment to education, collaboration, community partnerships, and transformational change.
- Strong attention to detail and organizational skills.
- Proficient with Microsoft Office Suite, Google Workspace (Sheets, Docs, Slides).
- Experience using enrollment(Avela), attendance, and assessment platforms (LinkIt), survey platforms (Jotform), and reporting tools such as Looker Studio preferred.
- Data accuracy and quality assurance skills, with the ability to synthesize data and generate actionable insights.
- Comfort troubleshooting software/platform issues.
- Ability to train or support colleagues and site partners on tools and processes.
- Ability to multitask and manage multiple priorities with accuracy and efficiency.
- Strong written and verbal communication skills.
- Prior experience in education, nonprofit, or program coordination roles preferred.

How to apply: Please submit a form including your resume and cover letter [here](#) by **Friday, February 6.**