

RESEARCH AND EVALUATION ASSOCIATE

REPORTS TO:	VICE PRESIDENT OF STRATEGY
PRIMARY LOCATION:	REMOTE, HYBRID
POSITION TYPE:	FULL-TIME
<i>Be sure to consult The Center's Organizational Structure & Description</i>	

Summary

Are you interested in applied social science research, K-12 education, data, and evaluation? Would you like to gain some experience in applying your knowledge and skills in collecting, analyzing, and reporting qualitative and quantitative data? We are looking for an energetic research associate to join our team!

As a Research and Evaluation Associate, you will work with the Vice President of Strategy in designing and implementing rigorous evaluation plans to assess and improve the effectiveness of The Center for Literacy & Learning's many programs. In this primarily remote, full-time position, you will be expected to work 40 hours per week. Half of your time will be allocated to evaluation and data collection of a federal grant. Annual salary for this position is \$50,000, with an expected 3% raise annually, dependent on acceptable performance of job responsibilities. This position also comes with a complete and generous benefits package.

The Center for Literacy & Learning (The Center) is a results-driven non-profit organization focused on literacy and learning. The Center, previously the Center for Development and Learning, was founded 30 years ago and has trained tens of thousands of educators in evidence-based teaching practices.

Vision: Everyone is empowered through literacy.

Mission: We advance literacy and learning through evidence-based practices in the classroom, home, and community.

Email a detailed letter of interest and your resume or CV to hr@mycll.org by **March 8, 2024**. Screening and interviews will begin on March 11, 2024 and continue until the position is filled. This position may be renewed after the contract period based on satisfactory job performance, research needs, and funding availability. The position will start in late-March or early April 2024.

Position Responsibilities & Core Functions

As part of the evaluation team, you will work with the Vice President of Strategy to:

- Develop various evaluation instruments
- Prepare quantitative and qualitative data for analysis
- Support a variety of quantitative and qualitative data collection efforts including administration of surveys, interviewing, note taking, and data analysis
- Design visual representations of data
- Develop evaluation summaries and technical reports
- Disseminate evaluation and research findings through infographics, policy briefs, conference presentations, and journal articles

Qualifications:

- An undergraduate degree in education, psychology, political science, sociology, or other social science
- Interest in applied social science research and evaluation
- Expertise with Microsoft Excel, Word
- Flexibility and ability to prioritize and manage multiple tasks
- Strong oral and written communication skills, accuracy, and attention to detail
- Ability to maintain work schedules, meet deadlines in completing assignments, and follow instruction.
- Ability to think critically to solve problems

- Ability to communicate and work effectively with staff and maintain confidentiality
- Ability to meet deadlines and follow through on assignments
- Willingness to learn new skills
- Culturally responsive interpersonal and methods skills

Preference given to applicants with experience in:

- Writing technical reports
- Familiarity with survey methods
- Experience with estimating and interpreting quantitative models
- Qualitative data collection
- Coding quantitative and qualitative data
- Performing basic statistical software functions in R or Stata
- Securing data and mapping in ArcGIS
- Dashboard building and maintenance using PowerBI software

Physical Demands/Requirements

- Flexible work hours depending on operational and programmatic needs, with most falling during the standard workday. Evening and weekend hours may be required occasionally.
- The ability to see, speak, hear, write, and move to execute job responsibilities at The Center office and in the broader community
- Ability to travel in-state (Louisiana), occasionally, using reliable, insured private transportation