

RESEARCH AND EVALUATION ASSOCIATE

REPORTS TO:	VICE PRESIDENT OF STRATEGY
PRIMARY LOCATION:	HYBRID, LOUISIANA
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 valuable experience in applying your knowledge and skills in collecting, analyzing, and reporting qualitative and quantitative data? We are looking for an evaluation and 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 hybrid, Louisiana-based full-time position, you will be expected to work 40 hours per week. Up to 75% of your time will be allocated to evaluation and data collection of a federal grant. Annual salary for this position is \$60,000, 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, your resume or CV, and a list of three professional references to hr@mycll.org by **June 3, 2024**. Candidates are encouraged to share one or two samples of written or technical work with the application packet. Screening and interviews will begin on May 21, 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 June or early July 2024.

Please reach out to Carolin Purser, the Vice President of Strategy, at carolin@mycll.org with any questions about the position.

Position Responsibilities & Core Functions

- As part of the evaluation team, you will work with the Vice President of Strategy to:
- Develop and maintain data collection systems;
- Provide leadership on multiple elements of the program evaluation within The Center;
- 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, detailed note taking, and data analysis;
- Design visual representations of data;
- Develop evaluation summaries and technical reports; and
- Disseminate evaluation and research findings through infographics, policy briefs, conference presentations, and journal articles.

Qualifications:

- Graduate 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.
- Initiative to take a lead on existing research projects.
- Initiative to pursue new research and evaluation projects that can improve The Center's program and/or increase community awareness around literacy, early childhood education, and family engagement.
- Willingness to learn new skills.
- Culturally responsive interpersonal and methods skills.

Preference given to applicants with demonstrated experience in:

- Writing technical reports.
- Survey methods.
- Estimating and interpreting quantitative models.
- Qualitative data collection.
- Coding quantitative and qualitative data.
- Performing basic and advanced statistical analysis in R or Stata.
- Securing data and mapping in ArcGIS.
- Dashboard building and maintenance using Power BI 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), up to 15% of work hours, using reliable, insured private transportation.