



PROJECT EVIDENT

Job Title: Interim Operations Associate

Reports to: Chief of Staff

FLSA Status: Exempt or Nonexempt

Prepared Date: October 2022

ORGANIZATION OVERVIEW

Project Evident exists to help organizations harness the power of evidence to achieve greater impact. We do this by offering a comprehensive platform of tools, resources, and services to help state education agencies, local education agencies, nonprofits and funders improve how they measure, evaluate, and report results, while strengthening their ability to act using this evidence.

Project Evident strives to be a **trusted partner** – to practitioners, funders, and other stakeholders committed to stronger, meaningful, and equitable outcomes for communities and individuals so that all can participate, prosper, and reach their full potential.¹ We believe in the power of data and evidence to address social and racial justice, and seek to advance a next generation ecosystem for actionable evidence building and use. We lean into our mission through our values, specifically:

- *Practitioner Focused* - We center on practitioners, and ground our work in their needs and contexts. We help practitioners strengthen meaningful and equitable outcomes for the communities and individuals they serve, and lift up their work so it can be better understood and supported by funders and policy makers.
- *Committed to Learning, Inclusion, and Transparency* - We are frank, honest, and compassionate with our colleagues, clients, funders, and stakeholders. We seek input and feedback from a wide range of voices and share our learnings openly with others. We recognize that evidence is not immune from the racism and inequities that exist in our society, and strive to understand the context in which we operate and to uphold the principles of belonging, dignity, and justice through our work.
- *Smart, Warm, Approachable and Productive* -
 - Smart - we strive to find practical, implementable solutions
 - Warm - we bring an attitude of heart and positivity and work through discomfort
 - Approachable - we keep open and curious minds, welcoming differing viewpoints and valuing the ideas and experiences of our partners.
 - Productive - we hold ourselves accountable to the goals and timelines we set with our colleagues and partners, and course correct as needed

¹ Language drawn from PolicyLink's definition of equity with their permission.

- *Oriented to Actionable Evidence* - We work with partners to build and use relevant and timely data and evidence to continuously learn, improve, and make meaningful, equitable, and cost effective decisions both for ourselves and partnering organizations..

Position Summary - Interim Operations Associate

The Interim Operations Associate is personally aligned with Project Evident's core values, will serve as a trusted partner, and desires to actively engage in a supportive and inclusive culture. He/She/They will provide coordination and support on key activities related to operations, including finance, HR, and spin out activities as assigned. Spin out refers to Project Evident's current effort to secure our own 501(c)3 and incorporate as a separate entity from our historical fiscal sponsor, Tides Foundation. He/She/They will ensure that coordination and execution is of a high quality and meets objectives. Tasks will include providing support to the Operations team and Spin Out Initiative.

ESSENTIAL DUTIES

Spin Out Support (55%)

- Support the spin out team with activities and processes to ensure timely delivery of spin out objectives, including assistance with new tech systems, state registrations, sensitive document management, note taking, and compliance.
- Ensures timely updates to the spin out tracker, ensuring tasks are up to date, actionable, and outcomes-focused.
- Conduct any research relating to spin out objectives
- Manage G-Suite file structure related to new entity to ensure materials are organized and complete
- Draft, write, and edit quality documents for internal and external use.

Operations & Finance Support (40%)

- Assist with scheduling, communications, knowledge management and other related administrative activities.
- Assists the operations team with daily activities related to finance, operations and HR as assigned.
- Office administration tasks as assigned related to management of the Boston WeWork space.

Other Duties (5%)

- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE

Minimum Requirements:

- BA degree, or equivalent experience
- Ability to conduct research on systems, policies and processes

KNOWLEDGE, SKILLS, AND ABILITIES

We are also looking for candidates that have:

- Demonstrated ability to work both independently and collaboratively in a fast paced environment on multiple projects.
- Proven ability to work under tight timelines, accurately assess problems, and develop solutions; ability to effectively prioritize time and tasks.
- Experience working effectively with multiple stakeholders who may have evolving priorities.
- Comfort with ambiguity and ability to respond adeptly to rapidly changing priorities, comfortable in an entrepreneurial environment with fast deadlines.
- Problem solver, active listener who seeks clarification, asks questions, and surfaces solutions.
- Excellent oral and written communication skills, with a proven ability to write and copy edit clear and concise narratives and presentations.
- Commitment to high performance culture, participate in giving and receiving feedback and belief in continuous and self-improvement.
- Interest in the social and education sectors. Knowledge of evidence-based policy/practice, nonprofit evaluation, and performance management disciplines a plus.
- High degree of proficiency with Google and Microsoft software including Docs/Word, Slides/Powerpoint, and Sheets/Excel.
- Familiarity with group collaboration tools (we use Slack, Google Team Drive, Zoom) or willingness to learn.
- Impeccable attention to detail and extremely high standards for accuracy.
- Proficient in using technology and curious about learning new systems.
- Comfortable in a virtual, distributed environment with fast deadlines.
- Experience working with diverse communities and a deep commitment to learning, performance, racial equity, and building a culture of belonging.
- Personally aligned with Project Evident's core values, with special regard to 1) an individual with the utmost integrity that exudes and engenders trust; 2) organized, focused and results-driven demeanor with a commitment to self-development; and 3) conducts oneself in a manner that is smart, warm and approachable.

Organizational Demands

The Interim Operations Associate reports to the Chief of Staff and works collaboratively with staff, clients, contractors, and vendors on a weekly basis to meet goals in line with organizational values.

Physical Demands

- Be able to lift at least 20 pounds
- Ability to sit, talk and listen continuously for up to 8 hours per day.

Work Environment

- Ability to work with a virtual team
- Ad Hoc in-person work at the Boston office (~1-2 times per week)

SUBMISSION AND INTERVIEW PROCESS

Candidates wishing to be considered for this position, must submit a cover letter and resume to careers@projectevident.org.

Reasonable accommodation will be made so that applicants with qualifying disabilities may participate in the application process. Please advise in writing of special needs at the time of application.

Project Evident, a project of Tides Center, is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

