



PROJECT EVIDENT

Job Title: Program Associate, Education Agency Practice

Reports to: Bi Vuong, Managing Director, Education Agency Practice

FLSA Status: Exempt

Prepared Date: December 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 policymakers.
- *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

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

- 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
- *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 – PROGRAM ASSOCIATE, EDUCATION AGENCY PRACTICE

The Program Associate, Education Agency Practice 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 the operations, advisory board and clients served in the Education Practice. He/She/They will ensure that coordination and execution are of high quality and meets practice, client, and network objectives. Tasks will include coordinating the Education Practice Advisory group and client meetings, grant research and writing, policy research, and publication review. He/She/They will contribute to client engagements by supporting meetings, conducting stakeholder interviews, and providing feedback to the engagement lead.

Externally the Program Associate, Education Agency Practice will interface with the Education Practice Advisory Group, clients, consultants, and other key external stakeholders. Internally the Program Associate, Education Practice will steward client meetings and function as part of the Education Practice team.

ESSENTIAL DUTIES

Practice Operations / Strategic Projects (40%)

- Support the Managing Director in strategic planning activities, from revision to implementation.
- Works with the team to create tools and resources that can be used for multiple engagements and shared more broadly.
- Works with the Education Practice team to identify and share learning with the broader Project Evident team.
- Assist with Education Practice Advisory Group meetings, team gatherings, and special projects by working closely with the Managing Director, Education Practice to address logistics, develop materials, and conduct appropriate follow-up.
- Support business development activities as directed, including researching potential opportunities and drafting grant proposals.
- Anticipate and respond to the needs relative of the Managing Director, Education Practice, coordinate and manage appropriate resources as directed.

Client Engagements (60%)

- Serve as a liaison with clients, including coordinating client engagement meetings; shepherding the agenda, sharing key materials and relevant links; taking and sharing notes.
- Create, share, update and manage all infrastructure related to each engagement.
- Manage document review process with clients: request, track and conduct necessary document synthesis.
- Conduct and summarize research on policies and publicly available information as requested.
- Draft, write, and edit quality documents for internal and external presentations.
- Conduct client interviews and assist with qualitative analysis of information obtained.

Other Duties

- Responds to team requests in a timely manner.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE

Minimum Requirements:

- BA degree, or equivalent experience
- Ability to conduct research on issues and policies.

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.
- Ability to read and interpret data visualizations.
- Self-starter able to independently research and consolidate information including technical documentation and policy.
- 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 self-improvement.
- Interest in the social and education sectors. Knowledge of evidence-based policy/practice, nonprofit evaluation, and performance management disciplines are 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, and Zoom) or a 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.

ORGANIZATIONAL RELATIONSHIPS

The Program Associate, Education reports to the Managing Director, Education Agency Practice and works collaboratively with staff, clients, contractors, and vendors on a weekly basis to meet goals in line with organizational values.

WORK ENVIRONMENT

- Ability to work with a virtual team
- Expected to work 40-50 hours per week
- Up to 30% travel - valid driver's license

PHYSICAL DEMANDS

- Be able to lift at least 20 pounds

COMPENSATION AND BENEFITS

In addition to engaging in deeply impactful work and joining a highly engaged and talented team, you'll have access to a suite of generous benefits including comprehensive medical, dental, and vision plans, a 403(b) with match, life, and disability insurances, 15 vacation days (first year) and 12 sick days annually, summer Fridays between Memorial Day and Labor Day, stipends to support remote work, and organizational wide closure between Christmas Eve and New Year's. Location is flexible anywhere in the United States with the ability to travel as required. The salary range for this position is \$55,000-\$65,000. Contingent upon the organization and individual performance, Project Evident also provides annual bonuses for exceptional performance.

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 the 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.

Project Evident is a fiscally sponsored project of the Tides Center. Spin-out refers to Project Evident’s current effort to secure its own 501(c)3 and incorporate as a separate independent entity from the Tides Center. When spin-out occurs, all staff members will become employees of Project Evident, Inc.