

**Job Title: Research and Evaluation Associate – Education
(Full-Time, Remote)**

Location: Illinois or Texas



A Quick Job Summary

EduDream is seeking a **Research and Evaluation Associate – Education** to lead and support culturally responsive and equity-centered research and evaluation projects that seek to elevate the voices and experiences of racially and economically diverse students, families, and communities. The Research and Evaluation Associate will be working in a highly collaborative team environment, and engaging educators, community-based organizations, families, students, and other stakeholders on research projects that span from preschool through postsecondary. The successful candidate will bring 3-5 years of mixed-methods research, evaluation, and project management experience to advance our mission.

Duties and Responsibilities include, but are not limited to:

- Create or refine evaluation plans, logic models, and theories of change
- Develop or adapt data collection and evaluation tools such as surveys, interview or focus group protocols, observation forms, etc.
- Conceptualize analytical frameworks for document reviews, literature reviews, and other secondary research sources
- Develop research databases
- Conduct literature reviews and policy scans on key educational issues
- Lead qualitative data collection, including facilitating interviews and focus groups
- Organize and code qualitative data, identifying themes and patterns in the data
- Use statistical software to clean, recode, merge, and transform datasets. Perform basic descriptive and inferential statistics
- Create graphs, tables, and data summaries for evaluation reports
- Contribute to writing research and evaluation reports,
- Develop high-visibility presentations effectively for technical and non-technical audiences including clients, stakeholders, and the public
- Monitor and revise work plans for client projects
- Provide other project support, as needed, such as proposal writing, client communication, outreach, and follow-ups; scheduling support; etc.

About EduDream

EduDream is a Latina owned research and consulting firm that engages in research and program evaluation, data analytics and insights, community needs assessments, and strategic planning.

Our Mission: *Our **mission** is to disrupt systemic inequities in education by leading equity-centered research and strategy.* We advance our mission by partnering with nonprofits, foundations, and education institutions on collaborative research that elevates the voices of racially and economically diverse students, families, and communities, informs decision-making, and leads to systemic change.

Who We Serve: Our team has worked with leading philanthropic and education organizations including the Bill & Melinda Gates Foundation, Teach for America, The Aspen Institute, and College Advising Corps. We also work with local nonprofit organizations and place-based organization ##

Our Values

1. **Equity + Justice:** We are committed to furthering equity and justice for all students through CREE-informed phases of work and partnerships, centering the assets and voices of those most impacted by structures of oppression.
2. **Results + Impact:** We deliver actionable data, innovative solutions and practical tools that impact policies, teaching, and learning so that every student is supported, actively engaged, and prepared to learn to their full potential.
3. **Hope + Opportunity:** We believe in leveraging hope in our work against inequity, focusing our efforts on imagining possibilities and creating opportunities for long-term, systemic change that benefit all students.
4. **Human-Centered Intentionality:** We respect our shared and individual lived experiences, resisting dominant and oppressive ways of working by prioritizing emotional intelligence, reflective collaboration with partners, intentional relationships across communities, and mindful timelines that disrupt notions of urgency.
5. **Collaborative Leadership:** We value thought-partnership and collaboration with advocates, community members, students, and families as a leading organization in equity-centered research and strategy.

Our Workplace Culture

At EduDream, we believe that a great workplace is one where you are inspired by your colleagues and deeply engaged in your work every day. We believe in mutual respect and trust, and value diversity in informing our views and work. We move nimbly, iterating quickly to improve, and collaborating constantly to deliver useful solutions that advance educational equity.

This position may be an excellent fit if:

- You are committed to continuous learning and growth.
- You want to co-create and be a part of a high-functioning team.
- You can engage others in pursuit of our mission to advance educational equity.
- You thrive in an entrepreneurial environment.
- You approach work as a dedicated and self-driven professional.

Required Skills and Abilities

Interested applicants should possess many of the following knowledge, skills, and abilities:

- Experience applying quantitative and qualitative research methods
- Willingness to learn and expand quantitative and qualitative skills
- Experience supporting research and evaluation projects, including designing plans, developing data collection tools, and engaging in data collection and analysis
- Experience synthesizing research and evaluation findings for various audiences
- Experience with data analysis (proficiency in Excel and/or statistical software such as STATA or SPSS)
- Accuracy with work, strong organizational skills, and attention to detail
- Strong communicator who is responsive to feedback, collaborative, and a team player
- Ability to deal tactfully and diplomatically with others

- Ability to work productively in a web-based environment, both independently and in teams
- Flexibility to handle multiple priorities, sometimes simultaneously, under deadline pressure
- Effective time management skills
- A sense of initiative and willingness to ask questions and self-advocate in the work environment
- Demonstrated passion and commitment to educational equity
- Interest in learning more about key education issues and collaborative research and data

Experience & Education:

- Bachelor’s degree required; master’s degree preferred
- 3-5 years of demonstrated, applied working experience in successful research and evaluation delivery required, preferably in nonprofits, philanthropy, higher education, or the public sector
- At least 3 years of demonstrated experience supporting research and evaluation projects beyond graduate degree

Compensation

The salary range for a full-time salaried position is \$50,000-\$65,000, depending on experience. Benefits include 10 days paid time off per year, 11 paid holidays and 2 floating holidays per year, a health care stipend, and a professional development reimbursement.

Work Schedule and Environment

This is a remote, full-time position. The Research and Evaluation Associate will be expected to work Monday – Friday within a set schedule. When safe, our team visits clients in-person at their businesses but will remain a hybrid (though mostly remote) organization. To support remote team success, we use tools like Zoom, Slack, Google Workspace, cell phones, and laptops, etc. to collaborate with our clients, and with one another.

Equal Employment Opportunity

EduDream is an equal opportunity employer, and we strongly encourage applications from women, people of color, immigrant, bilingual, and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities.

Application Process

In lieu of a cover letter, please send responses to the questions below, along with your resume, to: info@edudream.org. In the email subject line, include: First and Last Name followed by “Research and Evaluation Associate.”

1. Why do you want to work with EduDream?
2. What experience do you have leading research and evaluation activities, such as developing research designs, data collection tools, and analysis? How have you supported projects in your previous experiences?
3. If you have ever worked on a time sensitive (deadline driven) project, what tools and skills did you use to successfully complete the project?

Applications will be reviewed on a rolling basis through 6/21/22.