



## Future Focused Education Job Description

**Job Title:** Research and Evaluation Coordinator

**Status:** Part-time non-exempt position (10-15 hours/week)

### **Future Focused Education:**

Future Focused Education (Future Focused) is an Albuquerque-based nonprofit organization. Our mission is to create healthier and more prosperous communities by advancing the best education for the students who need it the most. We envision schools as sites of innovation and opportunity, where students become the creators of healthy and more prosperous communities. Future Focused staff collaborate locally and nationally with innovative schools (principally, the Leadership Schools Network in Albuquerque), employers, and a breadth of community partners to advance practices, programs, and policies that improve equity and opportunity for young people.

### **Position Summary:**

In collaboration with the Director of Organizational Learning and Research, the Research and Evaluation Coordinator will help implement research, evaluation, and learning plans for the organization. Some national travel may be required.

Future Focused facilitates learning across the Leadership Schools Network (LSN) in Albuquerque, a network of four high schools, and then based on that learning, propagates an innovative model of education to reach more students locally and nationally. The Coordinator will support the transfer of learning from the LSN to other organizational initiatives. In addition, this position will support a variety of research, internal evaluation, and continuous improvement activities essential to the organization's growth and credibility.

### **Essential Duties and Responsibilities:**

It is the responsibility of the Research and Evaluation Coordinator to carry out the following tasks, among others, under the supervision of the Director of Organizational Learning and Research:

- Locate and analyze publicly available data on population-level indicators relevant to the organization's work and planning.
- Summarize existing research on topics relevant to organization's work and planning.
- Coordinate and conduct data collection activities like observations, survey administration, and focus groups, including note-taking responsibilities.
- Enter data and clean up datasets.
- Analyze qualitative and quantitative data and create user-friendly summaries and data visualizations, using data analysis software (e.g. Excel, SPSS).
- Prepare reports, briefs, and presentations that use data and research to communicate with internal and external audiences.

- Facilitate “data dive” discussions with the LSN, Future Focused staff, and partners to support organizational learning and growth.
- Stay current on important education and workforce issues, trends, and research locally and nationally.

## **Qualifications:**

### *Education*

Bachelor’s degree required, preference for Master’s degree (completed or in progress) in education or a social science field. Current graduate students are encouraged to apply.

### *Experience*

Preference for at least one year of experience assisting with quantitative and qualitative research or program evaluation in educational settings, including:

- Writing non-academic literature reviews;
- Note-taking during interviews or focus groups;
- Producing descriptive analyses of qualitative and quantitative data sets; and
- Facilitating group discussions about the possible implications of data and research for program planning.

### *Competencies*

- Interpersonal skills, including the ability to work collaboratively with others
- Writing and presentation skills, including the ability to communicate the meaning of research and data analysis to a variety of audiences
- Excellent Microsoft Excel skills, including pivot tables (or proficiency in statistical software, e.g. SPSS, STATA)
- Proficiency in Microsoft Word and Powerpoint; functional knowledge of Google Suite helpful but not required
- Ability to manage time across multiple projects and communicate with a supervisor as needed to navigate competing priorities

## **How to Apply:**

For consideration, applicant must submit a cover letter, resume, and three references by March 1, 2019, to:

Deborah Good  
 Director of Organizational Learning and Research  
[deborah@futurefocusededucation.org](mailto:deborah@futurefocusededucation.org)  
 505-803-4623 (mobile)

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