EARLY CHILDHOOD ASSOCIATE

ABOUT SCHOOL READINESS CONSULTING
Children are at the center of what we do. The team at School Readiness Consulting integrates our expertise in strategic thinking, best practice, and evaluation to transform early learning and affirm the right of all children to thrive. Our comprehensive approach integrates our commitment to social justice and our expertise across practice, strategy, and evaluation to build equitable systems for young children, birth through third grade.

SRC is looking for an Associate with a commitment to equity, and strong research and evaluation skills.

POSITION OVERVIEW
The Associate contributes to equity-centered research, data collection, analysis, and project management within School Readiness Consulting’s (SRC) local and national portfolio. The Associate helps to coordinate small projects and leads tasks on small and mid-size projects. In addition, the Associate supports productive communication with clients and other partners. The Associate contributes to SRC’s collegial and productive work climate and supports SRC operations. The Associate reports to the Senior Director.

ROLES & RESPONSIBILITIES

• Supports projects as a project coordinator, task manager, and/or researcher (supporting data collection teams, conducting research interviews and focus groups, conducting classroom observations and child assessments, programming surveys, managing and analyzing data, and writing and communicating findings to a variety of audiences)
• Manages and analyzes quantitative data (developing databases to track participant responses, reviewing incoming data for accuracy and completeness, retrieving administrative data from state and federal agencies, cleaning and managing data, preparing datasets for quantitative analysis, programming in Stata or other software systems, contributing to data analysis, preparing tables, describing results)
• Contributes positively to SRC’s organizational culture (contributing to a positive work environment, collaborating with colleagues, supporting the organization’s overall mission, and participating in team meetings, professional learning opportunities, retreats, and other organization-wide events)

QUALIFICATIONS & SKILLS

• Master’s degree in Developmental Psychology, Education, or related field preferred
• At least 3 years of relevant experience, including analysis and task management experience on research or evaluation projects
• A demonstrated commitment to equity for all children evidenced in past projects and work samples
• Advanced proficiency with quantitative data management and statistical analysis methods
• Advanced proficiency with programming in code-based statistical software packages, such as Stata
• Innovative reporting and visualization of quantitative data and analysis
• Strong writing and communication skills and the ability to contribute to project deliverables
• Working understanding of key issues and trends in the early childhood education landscape
• Creativity and a high degree of initiative to design and implement innovative solutions to complex challenges

COMPENSATION

Compensation is commensurate with experience; a competitive benefits package is provided.

TO APPLY

Interested candidates should send resume, cover letter and writing sample, to jobs@schoolreadinessconsulting.com, indicating in the subject line the position title for which you are applying.

As an equal opportunity employer, SRC hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, gender identity or expression, marital status, veteran status, disability, or any other category protected by applicable law.