



## Research Associate (Part-Time) Position Description

### About the Organization

Pivot Learning is a nonprofit organization of K-12 education experts working shoulder-to-shoulder with districts, charter management organizations (CMOs) and schools to address the biggest challenges they face. We partner with education leaders at all levels and provide them with the knowledge, skills and support proven to strengthen educational systems and transform teaching and learning.

### About the Position

We are currently seeking a part-time Research Associate to join the Pivot team to work on a range of innovative projects supporting our vision where public schools provide our most underserved students with an outstanding education. The Research Associate will help to support coordination of projects in Pivot's research portfolio, as well as supporting internal evaluation efforts projects.

The ideal candidate would be passionate about and committed to Pivot's mission, vision and values. They should have solid project management, teamwork and communication skills (writing, listening, and speaking). The ideal candidate would have experience in or working with K-12 Local Education Agencies (LEAs), like schools, districts or charters, and knowledge of K-12 education issues. They would have experience supporting research and/or evaluation projects. They would have strong interpersonal and customer service skills.

This is a part-time, Non-Exempt position based out of Pivot's Oakland, CA office, 16 hours per week to start. This role could evolve into a full-time position in the future. Some car and plane travel to project sites may be required; project sites are located throughout California.

### Key Responsibilities

- Support the collection of quantitative data by conducting online research about LEAs, reviewing LEA budgets, and programming web surveys.
- Support the collection of qualitative data by scheduling interviews and focus groups, and taking notes during interviews and focus groups.
- Support the development of databases through data entry.
- Conducting preliminary quantitative and qualitative data analysis (with guidance, direction, and ongoing support from Program Managers).
- Support the creation of research briefs, including designing visuals in Microsoft Excel and Word.
- Support with event scheduling and logistics to disseminate research briefs.
- Work with Program Managers to support the development and execution of project plans.
- Collaborating with Program Managers to support internal project meetings or events, including project check-ins, internal trainings, etc. Support could include developing and/or revising content for the meetings or events, communicating about the meetings or events, managing logistics, taking notes, and supporting follow-up.
- Other duties as assigned.



### **Qualifications**

- 1-3 years of work experience in a related role or field.
- Experience and/or expertise collecting, organizing, managing data, including data entry into databases.
- Experience with data analysis.
- Proficiency in Excel, Word, and PowerPoint. Proficient in online tools like Google Docs, Box, etc. Experience with other tools, like Tableau or various online survey tools, is a plus.
- Bachelor's degree required.
- A high level of attention to detail.
- Knowledge of K-12 education issues required; experience working in or with K-12 Local Education Agencies (LEAs), like schools, districts or charters a plus.
- A commitment to the mission and vision of Pivot Learning and a desire to continually broaden and deepen the organization's impact.
- The ability to prioritize, organize, and handle multiple tasks.
- Exceptional communication skills (writing, speaking, and listening).
- Reliable, dependable, professional, and positive with high energy.
- Dedication to learning and personal growth, and ability to learn new skills.
- Some travel to project sites may be required. For example, to take notes at group meetings.

### **Compensation and Benefits**

This is a part-time position, approximately 16 hours per week. Compensation is \$15 per hour. As a part-time role, there is no eligibility for benefits or paid leave. Opportunities for increased hours and benefits-eligibility a possibility in the future.

### **Application**

If you would like to apply, please send your resume and a cover letter to [resume@pivotlearning.org](mailto:resume@pivotlearning.org). Indicate the position title in the subject line of the email for the fastest consideration. In your cover letter, please comment on how your skills and experience are a good match for this position, and where you heard about this position.