

communitas CONSULTING

CUSTOM SOLUTIONS • MEANINGFUL RESULTS

Research Associate & Project Coordinator **Communitas Consulting, www.communitasconsulting.com**

Communitas Consulting specializes in developing the custom solutions and committed partnerships that help leaders at nonprofits, foundations, and government organizations implement and achieve their vision of success. By using research, strategic planning, coaching, coalition building, and in-depth analysis, we bring social change into focus, answering the challenges and building on the strengths of each client.

Responsibilities

Communitas Consulting seeks a Research Associate and Project Coordinator to conduct and coordinate research and planning for a statewide early childhood development strategic plan and needs assessment during 2019. The Coordinator will work with Communitas Consulting staff to create and manage systems for tracking data, collect and analyze statewide and locality data, organize and help facilitate planning sessions throughout the state with project partners and stakeholders, manage project work plans, and help create a final report. The position is grant funded for one year, beginning January 2019, and contingent upon securing funding for the position in December 2018. It has potential to include expanded hours for additional projects for national, regional, and local philanthropies, nonprofits, and public agencies.

The Research Associate and Project Coordinator will (1) gather primary and secondary data across the state of Virginia that will inform policies in the immediate future, engaging families, professionals, and public leaders throughout the process, and (2) provide on-the-ground support and analysis for a statewide strategic plan. The Coordinator will play a key role in:

- Gathering and synthesizing data across a variety of state, local, and national quantitative and qualitative sources from both primary and secondary sources
- Conducting environmental scans
- Ensuring that data collection scope and methods are properly documented
- Interfacing with key stakeholders from across the state in a highly professional and responsive manner
- Organizing, attending, and occasionally facilitating stakeholder meetings
- Preparing presentation materials, as necessary

COMMUNITASCONSULTING.COM

TEL: 434-296-3317

1839 EDGEWOOD LANE
CHARLOTTESVILLE, VA 22903

The Coordinator will report to the Founder and Principal of Communitas Consulting, and work with a team of experienced social sector evaluators, planners, and facilitators.

Qualifications and Characteristics

The ideal candidate will possess: (1) demonstrated experience and facility with quantitative and qualitative analysis in the social sector (e.g., training in the social sciences, government, education, urban planning, or public health), (2) excellent client relationship capacities (e.g., managing client and partner relationships or representing projects to the public), (3) proven organizational and management skills, and (4) experience working with diverse populations and facilitating cross-sector groups. The candidate must be available to work on site in Charlottesville and Richmond, VA regularly and be willing to travel throughout the state at various points during the project period. Additional qualifications include:

- Minimum of a bachelor's degree, preferably in a social policy area (psychology, education, sociology, public policy)
- Minimum of 2 years professional experience
- Proficiency with Microsoft Excel, Access, and/or statistical software applications (e.g., SPSS, SAS, Stata)
- Demonstrated commitment to equity and inclusion
- Experience working with low-wealth populations
- Experience with and trust in collegial decision-making, coupled with the ability to work independently, flexibly, and with good humor
- Ability to handle multiple assignments and anticipate and meet inflexible deadlines
- Ability to pay attention to accuracy and detail while thinking broadly
- A strong results orientation
- Professionalism in written and verbal communications, including effectiveness as a communicator, writer and facilitator with a variety of audiences

Compensation

The pay for this position is hourly and is commensurate with experience and salary history. Weekly hours depend on the phase of the project and may vary between 25-35 hours per week. While much of the work is virtual, the Coordinator will be expected to participate in regular meetings with team members, clients, and stakeholders in Richmond and Charlottesville, Virginia.

Location

Charlottesville, VA; Richmond, VA

Deadline and Submission

Please submit a cover letter, resume, and the names of three references by email to Saphira Baker, baker@communitasconsulting.com, by December 28, 2018.