

## Research and Evaluation Associate

(Full-Time)

*Remote within the United States except California. Preference will be given to candidates located in Illinois, Indiana, Colorado, and Texas.*

## Job Summary

EduDream is seeking a full-time **Research and Evaluation Associate (REA)** to lead and support culturally responsive and equity-centered education research and evaluation projects that seek to elevate the voices and experiences of racially and economically diverse students, families, and communities. The REA will work in a highly collaborative team environment and engage educators, community-based organizations, families, students, and other stakeholders on research projects that span from early childhood 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:

- Build relationships with clients and partners, including foundations, nonprofits, and schools, to understand their needs and deliver evidence-informed solutions
- Strengthen client and partner capacity to use data and evidence to inform policies, practices, and/or strategies to advance educational equity
- Engage community throughout the research process authentically and transparently
- Support, lead, and/or execute research and evaluation projects using culturally responsive and equity-focused approaches and mixed methods, from planning and design to implementation. This includes:
  - Creating and refining evaluation plans, logic models, and theories of change.
  - Developing and clarifying research, evaluation and/or learning questions
  - Overseeing data collection, ensuring data quality and reliability
  - Developing data collection and analysis plans
  - Designing and implementing qualitative and/or quantitative data collection tools
  - Leading qualitative and/or quantitative data collection and analysis
- Conceptualize analytical frameworks for document reviews, literature reviews and landscape scans
- Lead the framing and writing of research and evaluation plans, reports, synthesis of findings, and summary of key takeaways, in clear, concise, and accessible writing



- Develop engaging and impactful high-visibility presentations for technical and non-technical audiences including clients, stakeholders, and the communities at large
- Contribute to conceptualizing and/or writing proposals
- Provide expertise and mentoring to junior staff members assigned to projects
- Advise, consult, and collaborate with team on expanding current projects and developing new work

## About EduDream

EduDream is a Latina-founded, woman-owned, education research consulting firm inspiring transformation within education by bringing community voice and rigorous research together. EduDream was founded in 2016 by culturally responsive and experienced researchers, Michelle Oliva and Monica Martinez. We partner with nonprofits, foundations, and education institutions to provide community-centered research and strategy. We've worked with leading philanthropic and education organizations including the Bill & Melinda Gates Foundation, College Advising Corps, The Aspen Institute, and Illinois Action for Children. Our team of experts provides rigorous and evidence-based inquiry, and a strong focus on community collaboration. Through our work, we're redefining the potential of research while shifting the education system towards an equitable and just future.

## 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, remote environment
- You approach work as a dedicated and self-driven professional

## Experience & Education

- Bachelor's degree required; master's degree preferred
- 3-5 years of demonstrated, applied professional experience leading key phases of research and evaluation projects, from research design, data tool development, data collection and analysis, to interpretation, synthesis, and reporting. Experience beyond academic studies and academia required, preferably in or with nonprofits, philanthropy, higher education, or the public sector
- Demonstrated application of quantitative and/or qualitative research skills and methods
- Experience synthesizing and communicating research and evaluation findings to a range of audiences
- Experience with data analysis (proficiency in Excel and/or statistical software such as STATA or SPSS)
- Must be currently eligible to work in the United States without a requirement of visa sponsorship, with no foreseeable changes in eligibility within the next 24 months

## Skills and Abilities

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



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

## Our Work Schedule and Environment

This is a remote, full-time position. Candidates must be located within the United States. Preference will be given to candidates located in Illinois, Indiana, Colorado, and Texas; candidates located in California are not eligible to apply.

The REA will be expected to work Monday-Friday within a set schedule. To support remote team success, we use tools like Zoom, Slack, Asana, and Google Workspace to collaborate with our clients, and with one another.

EduDream will remain a hybrid (though mostly remote) organization. The full team meets in-person twice per year, and regional teams meet in-person quarterly. The Chicago-based team typically works together twice per month in a shared coworking office location. As needed, our team travels to conduct data collection and client work in-person. The ideal candidate for this role thrives in a primarily virtual work environment and appreciates in-person community-building.

## Compensation

The salary range for a full-time salaried position is \$60,000-\$70,000, depending on experience and qualifications. Benefits include:

- 12 days paid time off per year, 11 paid holidays, 5 paid sick days (28 days with additional increases after first two years of employment)
- Health, dental, and vision insurance
- Matching employer contributions to an individual retirement account
- Professional development funding
- Job-embedded mentoring



- Paid wellness week during the last week of December
- Equipment and technology stipend for virtual home office

## 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. Applicants must be currently eligible to work in the United States without a requirement of visa sponsorship, with no foreseeable changes in eligibility within the next 24 months.

## Application Process

In lieu of a cover letter, please send the following information to [info@edudream.org](mailto:info@edudream.org). In the email subject line, include: First and Last Name followed by “Research and Evaluation Associate.”

1. Resume
2. Relevant work sample (no more than 5 pages)
3. Contact information for 3 references
4. Brief responses to each of the following prompts. Each response should be approximately 300 words in length:
  - a. What motivates you to apply for this role with EduDream?
  - b. Describe your experiences and approach to balancing multiple, simultaneous projects and priorities in the research/evaluation environment.
  - c. How have you embedded CREE (culturally-responsive and equitable evaluation) in your work?

*Applications will be reviewed on a rolling basis.*