



Special Projects Associate

Purpose

The Special Projects Associate will support strategic and high-value projects conducted by ServeMinnesota's experts in research, program design, improvement, and evaluation. The scope of work includes a range of projects, including large-scale cross-organizational initiatives and more targeted and short-term tasks to advance evidence, innovation, and equity in AmeriCorps programs.

Equity in Action

The Special Projects Associate demonstrates self-awareness by providing examples of how their own social identities impact others and influence our roles. Distinguishes between equity and equality. Displays commitment to creating an inclusive environment. Shows ability to identify cultural similarities and differences and adapt behavior as needed to be effective in their work.

Essential Job Functions

1. Support planning and execution tasks related to long-term projects with dedicated funding (e.g., US Department of Education).
 - a) Coordinate project meetings and timelines
 - b) Develop and manage project plans (in collaboration with project leads)
 - c) Support data collection in the field
 - d) Assist with project logistics (e.g., data entry, material coordination, minor technical support)
 - e) Attend meetings.
2. Support short-term projects within ServeMinnesota's research, innovation, and equity functions
 - a) Assist with planning and scheduling meetings for continuous improvement projects (e.g., 4-8 math assessment; teacher pipeline).
 - b) Attend meetings
 - c) Manage project plans
 - d) Support quantitative and qualitative data collection in the field (e.g., observations, assessment administration, focus groups, interviews).

Other Job Functions

1. Provide user-support data management systems and research project technology.
 - a) Become a proficient user of technology-based systems (e.g., RCDMS/MCDMS, GRADE)
 - b) Provide on-demand and responsive user support to individuals using those systems (e.g., Bridge2Read systems).

Job Qualifications

Minimum

- High school diploma or GED equivalent with at least two years of experience in education, project management, or data collection and management.
- Proficiency with Microsoft Excel, Word, and PowerPoint.
- Demonstrated experience or potential in supporting small and large projects requiring cross-team collaboration
- Experience working with individuals with different backgrounds, resulting in professional behaviors that respect different experiences, cultures, norms, languages, and socio-economic backgrounds
- Demonstrated ability or strong evidence of potential to provide substantive assistance to multiple projects effectively.
- Record of work to demonstrate attention to detail.
- Ability to work both independently with general supervision and as part of a project team
- Strong verbal and written communication skills.

Preferred

- Experience administering educational assessments.
- Experience working in educational or similar settings with youth.

Workplace

At ServeMinnesota, we are highly invested in the success of our people. We strive to make it an awesome and inclusive place to work and we recruit passionate people. We are looking for people who are energized by making an impact in our communities through national service.

This position is available to all, without regard to Race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, or age. It is also unlawful to retaliate against any person who files a complaint about discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the AmeriCorps Agency.

ServeMinnesota is committed to hiring staff people who reflect the diversity of the Minnesota communities we serve. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described.

This position is based downtown Minneapolis but currently working a hybrid schedule. The salary is \$43,000-46,000.

ServeMinnesota requires all employees to be fully vaccinated for COVID-19, the only exception to this requirement is an approved medical or religious exemption.

Please submit a resume. Instead of including a cover letter, please answer each of these questions in either the body of the email or as a separate attachment, so we can get a better idea of your experience and interest in this position and our organization:

1. Why are you interested in ServeMinnesota and this particular position?
2. How does your experience align with the Essential Job Functions and Minimum Qualifications of this position?

Submit applications to lisacarlson@serveminnesota.org.

Application deadline is July 31, 2022