



## Associate

### *Job Description*

With a mission to advance policymaking and practice that leads to better outcomes for all students—especially those students who have been pushed to the margins in a society shaped by systemic racism and oppression—the Rennie Center for Education Research & Policy serves as an “action tank,” pairing research with on-the-ground practice to promote effective change within schools and classrooms and then leveraging these experiences to inform statewide systems change. Our approach is grounded in a deep commitment to empowering students, families, and educators to develop and drive ongoing, sustainable improvement that is adapted to the unique strengths and conditions of their local contexts. For more information, visit [www.renniecenter.org](http://www.renniecenter.org).

The Rennie Center team has defined six core values that we seek to live out in all our work, individually, in collaboration with one another, and within the broader field: 1) Equity and Justice; 2) Integrity; 3) Community; 4) Balance; 5) Empathy; and 6) Learning.

### Position Overview

The Associate plays a pivotal role on both short- and long-term tasks across a range of projects. Associates gain a broad understanding of how the Rennie Center works within the fields of education research, policy, and practice. This work will vary over time, but typical responsibilities will include providing project management for Rennie Center engagements, conducting research with schools and districts, planning and facilitating professional development sessions, and sharing our findings by helping to plan and execute public events and outreach.

### Essential Functions

Core responsibilities may include:

- Provide project management for one or more engagements. This includes developing project workplans based upon the scope of work, monitoring progress towards key deliverables, and communicating regularly with team members to ensure the scope of work is met.
- Play a lead role in research projects, including collecting data (primarily through qualitative methods such as interviews and focus groups), analyzing findings, administering surveys, and drafting reports.
- Assist with the design and execution of professional learning sessions for school and district staff.
- Plan and manage events, including by preparing speakers, overseeing logistics, creating agendas, and developing slides.

### Qualifications

- Deep commitment to equity and promoting access to opportunity for historically marginalized communities
- Strong verbal and written communication skills, particularly in translating complex information into clear and concise messages
- Strong analytical skills, including the ability to collect and interpret data. Qualitative data analysis skills are required, quantitative skills are a plus.
- Self-starter able to work in a fast-paced environment and complete projects independently
- Ability to manage multiple tasks and collaborate with others to move projects forward
- Awareness of policy environment and education reform issues, in Massachusetts and nationally
- Excellent computer skills, including the Microsoft Office suite (Word, Outlook, PowerPoint, and Excel) as well as Google equivalents (Google Docs, Slides, and Sheets).
- Master's degree or 2+ years of experience in a relevant field are required.

### To Apply:

Send a resume and cover letter to Laura Cinelli, Deputy Director, at [lcinelli@renniecenter.org](mailto:lcinelli@renniecenter.org). In your cover letter, it would be helpful to hear about any particular interest and qualifications you have in working within one or more of the following fields: 1) research (particularly qualitative research); 2) practice (i.e., promoting

improvement in schools and districts through professional development and support); and 3) outreach and engagement with the field through communications and public events.

We anticipate that the starting salary for this position will be approximately \$60,000. Rennie Center employees also receive a generous benefits package. More information is available upon request.

The Rennie Center is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, and LGBTQ+ applicants. This job description is subject to change at any time.