



Associate

Job Description

The Rennie Center for Education Research & Policy's mission is to improve public education through well-informed decision-making based on deep knowledge and evidence of effective policymaking and practice. As Massachusetts' preeminent voice in public education reform, we create open spaces for educators and policymakers to consider evidence, discuss cutting-edge issues, and develop new approaches to advance student learning. Through our staunch commitment to independent, non-partisan research and constructive conversations, we work to promote an education system that provides every child with the opportunity to be successful in school and in life. For more information on the organization, visit www.renniecenter.org.

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 individual will primarily support the organization's research and practice portfolios. This work will vary over time, but typical responsibilities will include providing project management for Rennie Center engagements, conducting research with schools and districts, supporting network-based improvement communities, and designing opportunities to share research findings with the broader field through public events and outreach.

Essential Functions

- 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), 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 prepping 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 Microsoft Word, Outlook, PowerPoint, and Excel
- Master's degree or 2+ years of experience in a relevant field

To Apply:

Send a resume and cover letter to Laura Dziorny, Deputy Director, at ldziorny@renniecenter.org.

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.