

POSITION DESCRIPTION

JOB TITLE:	Associate, Programs	STATUS:	Exempt
REPORTS TO:	Deputy Director, Programs	HOURS:	Full Time
DATE:	July 2020	DEPT:	Educate Texas

Educate Texas Vision

A leading catalyst for progress, Educate Texas, a public-private initiative of Communities Foundation of Texas, is an innovative alliance of public and private groups that share a common goal: *Strengthen the public and higher education system so that every Texas student is prepared for educational and workforce success.*

Educate Texas Mission

Increase postsecondary readiness, access and success for all students by building partnerships, leading innovation and scaling practices and policies.

Summary

The Associate for programs will be responsible for supporting projects within the College and Career Readiness portfolio and the Insights and Analytics (I&A) team with program support at EdTX. The Associate will also play a supporting role in identifying and promoting key insights that accelerate student success. The position is based in Dallas, Texas; successful candidate must reside locally or be willing to relocate.

Key Responsibilities

- Project Management:
 - Participate in the design, planning, implementation, and support of activities to achieve programmatic goals and outcomes
 - Manage and track programmatic activities, progress, and milestones
 - Support preparation of project proposals and reporting
 - Prepare meeting agendas and follow up material, create data and content, and develop communications plans
 - Engage and actively participate in organizational/program team strategy meetings
- Insights & Analytics:
 - Support the synthesis and development of key learning and outcomes for both grant reporting and communications
 - Collect and analyze data related to programmatic activities, progress, milestones and outcomes
 - Train coaches and staff on data use

Qualifications

- Bachelor degree in business, public policy, applied social sciences, or related field
 - Masters or higher preferred
- 2+ years of project management and data experience in an educational or non-educational field
- Experience with analyzing data and applying it to continuous improvement

Skills & Requirements

- Proficient or expert skills using PowerPoint, Excel, Word, Outlook, SharePoint
- Strong project management skills
- Commitment to identifying solutions that ensure educational equity for Black, Latinx, low-income, and underserved students
- Detail-oriented, self-starter with strong organizational skills and the ability to manage multiple projects at the same time
- Demonstrated experience in basic statistics and analysis
- Demonstrated experience in translating data analyses into actionable information, including visual representations that are easily understood by both internal and external stakeholders
- Dedication to continuous improvement and learning, both as an individual and an organization
- Strong interpersonal skills and ability to communicate openly and work collaboratively in a team
- Ability to write clearly about technical topics with precision, accuracy, readability, and editorial correctness across multiple modes; reports, blogs, and/or briefs
- Knowledge of Texas' public education environment and data, preferred
- Valid state issued driver's license

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

To apply, please send resume and cover letter to careers@cftexas.org