



## **Research & Evaluation Manager**

### *Job Description*

#### **About UNITE-LA**

Over the past 20+ years, UNITE-LA has established itself as a trusted education and business intermediary, dedicated to supporting the development of an effective local public education system, so that all children and youth succeed in college, career and beyond. UNITE-LA advances regional economic prosperity built on local talent. Because equity drives economic growth, we collaborate with employers, education systems and public agencies to expand social mobility and race equity.

Through the intersection of programming, policy, and systems change efforts, UNITE-LA aims to close the education and workforce gaps caused by systemic inequities and racism. We work to increase access to high-quality early childhood education, develop career pathways in high-growth industries, improve college access and success, and ensure workforce readiness, especially for individuals with high barriers into the workforce. Committed to developing and sustaining a diverse workforce with a work environment that is welcoming, respectful, and inclusive for all, UNITE-LA is currently engaged in organization-wide efforts to fully integrate equity and anti-racism into our operations and work.

#### **Position Description**

UNITE-LA seeks a skilled, dynamic, motivated, and detailed-oriented Research and Evaluation (R&E) Manager to manage research and evaluation projects that support the overall success of UNITE-LA's work. The R&E Manager will report to the Vice President of Research and Evaluation, collaborate closely with other members of the R&E team, and collaborate on a project-specific basis with other UNITE-LA staff.

This is an outstanding opportunity to play a critical role at UNITE-LA. The Research and Evaluation (R&E) Manager must have proven competencies in research, evaluation, and writing, coupled with strong project management skills and a commitment to equity and social justice. Scope of work includes research on, and evaluation of, education and workforce development issues, programs, and policies; collaborative agenda setting and convening support for meetings; and administrative work in support of R&E.

This position will serve as the R&E Manager for UNITE-LA's various bodies of work in education, workforce programs, policy, and systems change. The ideal candidate enjoys data, research, and evaluation; managing and executing projects; and collaboration, including working with a diverse group of colleagues and external partners. This individual is highly organized and able to prioritize, multi-task, and thrive in a fast-paced environment.

#### **Job Description**

- Manage, and execute data, evaluation, and research projects and efforts, including
  - Surveys, interviews, and focus groups
  - Co-design and collaboration with internal teams to evaluate outcomes and support data-driven continuous improvement
  - Research on online education and labor force databases
  - Data acquisition, organization, entry, and processing



- Produce high-quality data visualizations, charts, tables, and spreadsheets
- Produce a range of high-quality written materials (e.g., reports, research briefs, research memos, grant proposals, presentations)
- Support select workgroups, including setting agendas, developing relationships with partners, coordinating meetings, documenting discussions and integrating into future planning,
- Handle administrative duties as needed
- Perform other duties as assigned by supervisor

### **Requirements**

- Bachelor's degree with 3- 5 years relevant work experience in research, evaluation, publication-ready report writing, and project management relevant to education, workforce, or related field OR-Master's degree with 2-3 years relevant work experience -OR- 7+ years relevant work experience
- Minimum of 1 year of coursework in research methods, quantitative and qualitative data analysis, or evaluation OR equivalent experience
- Proficiency with quantitative data tracking and analysis, including
  - Excel mathematical functions, spreadsheets, charts, and tables
  - Accessing and summarizing quantitative data from public dashboards
  - Creating publication-ready figures and tables
  - Understanding quantitative data and interpreting it to tell a story
- Experience with qualitative data analysis, including
  - Focus groups, interviews
  - Proficiency in analyzing qualitative data and constructing comprehensive, thematic summaries
  - Proficiency in reviewing secondary sources, analyzing, and synthesizing information (e.g., literature reviews)
- Excellent writing skills
  - Experience writing research memos, publication-ready reports, and grant proposals
  - Ability to present complex information in an understandable and compelling manner
- Strong project management and organizational skills, including ability to handle multiple projects at once, prioritize, and produce high-quality work
- Strong communication, collaboration, interpersonal, and teamwork skills
- Highly motivated, self-starter, detail-oriented, reliable, professional, organized, and a quick learner
- Substantive interest in education, workforce development, and related issues, with commitment to equity and anti-racism
- A growth mindset and desire to continuously improve professional skills.
- Intellectually curious learner willing to take in new information and perspectives to inform and adapt work.
- Proficiency in Microsoft Office applications, Adobe PDF applications, and database technologies

### **Preferred Requirements**

- Master's degree in a social science discipline, education, public policy, or other related field.
- High-level proficiency with Excel, including calculations and functions
- Experience with Tableau software
- Proficiency with Survey Monkey or other survey tools



**Compensation:** starting salary range of \$60,000 - \$70,000, commensurate with experience. Our competitive benefits package includes paid sick leave, vacation, work-life harmony time, paid holidays, 401(k) participation with employer contribution, health, vision and dental, flexible spending accounts, and more. UNITE-LA promotes and embraces and values a culture of work-life harmony with flexible schedules and offers employee growth development plans to support pathways forward.

**Working Location**

This position is based in Los Angeles, CA. Work is currently primarily remote with limited in-person requirements at our downtown Los Angeles office. Future arrangements will continue to be hybrid (remote/in person), with some possible travel. Specific arrangements TBD and flexible.

**To Apply**

Interested candidates should submit their resume and cover letter to [researchevaluation@unitela.com](mailto:researchevaluation@unitela.com) using the email subject line "Research & Evaluation Manager." Applications will be accepted on a rolling basis, with preference to those received by September 26, 2022.

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UNITE-LA is proud to be an Equal Opportunity Employer committed to developing and sustaining a diverse workforce, because we believe that it makes our organization stronger. All qualified applicants will receive consideration for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.