Research Coordinator

Foundry10 is a philanthropic education research organization located in the University District neighborhood in Seattle. We work in collaboration with program developers and external partners to conduct research that expands how practitioners, communities, and other researchers think about learning. Foundry10 offers competitive salaries, benefits, and vacation time. This position is located in Seattle, WA and will require the candidate to work in the office when it is safe to do so.

Foundry10 is seeking a new full-time research coordinator to join our expanding Research Team focused on supporting a variety of educational programs and research projects. Research coordinators provide research support for projects as well as guidance for program teams conducting program evaluations and research projects. They also support the Research Team by completing administrative tasks (e.g., participant recruitment, consent, data collection, and data management). An individual in this role supports program teams in coordinating and managing program evaluations, research, and sharing. Individual research coordinators may specialize in one or more areas such as data management, research sharing, or interfacing with community partners.

We are interested in hearing from applicants with a wide range of experience, but we are **particularly interested** in applicants with experience in one or more of the following areas:
- Program evaluation
- Qualitative research, including data collection (e.g., interviews, focus groups) and analysis (e.g., thematic analysis) methods

To be considered for this position, submit your resume or CV along with a cover letter explaining why this position in our company resonates with you to jobs@foundry10.org. Applications *will not be reviewed without a cover letter.*

Qualifications
- Bachelor's degree (related to education or social sciences) with some research experience within a university or professional research setting
- Familiarity with the stages of the research process
- Experience with survey development and managing online surveys (e.g., Qualtrics)
- Experience with data collection with human subjects participants, particularly with youth preK-12 (e.g., surveys, interviews, observational data)
- Familiarity with quantitative and qualitative analysis methods
- Experience with Excel/Google Sheets for basic statistical analysis (e.g., means and standard deviations)

- Familiarity with statistical software (e.g., SPSS, R) and/or qualitative analysis software (e.g., MAXQDA, Dedoose, NVivo)
- Good time management skills and the ability to work on several project timelines at once
- Ability to work both collaboratively and independently
- Outstanding written and verbal communication skills
- Preferred: Experience in one of the following areas: program evaluation or qualitative research methods

Primary Responsibilities
- Work with senior researchers, other research coordinators, program developers, and external partners to strategically plan research projects in a range of program areas including arts, technology, academic interventions, social emotional learning, and vocational education
- Implement and assist with all stages of the research process, including:
    - Research design
    - Writing IRBs
    - Literature reviews
    - Recruitment and scheduling
    - Data collection (including interviews, observation, and survey administration)
    - Data management (data entry, data cleaning)
    - Data analysis (including statistical analysis and qualitative coding)
    - Writing papers, reports, and creating graphics/charts
- Assist in sharing back findings and actionable insights through presentations/publications of work at conferences, in journals, and with community partners
- Consult with program teams on basic surveys/questionnaire construction
- Responsible for day-to-day administrative tasks for the Research Team (e.g., Research Team meeting agendas, budgeting, participant recruitment, participant compensation, and scheduling)
- Develop relationships with external partners (community-based organizations/schools)
- Conduct exploratory conversations, visits, and data collection efforts with partners who work with youth ranging from preschool-age to high school students
- Co-lead new research projects, either collaboratively with Research Team members or as a research liaison for a particular program
- Help build the organization's capacity around research through workshops and collaborative projects with colleagues on and off the Research Team

Additional Responsibilities
Depending on candidate experience, a research coordinator may be responsible for some of the following tasks with the guidance of senior researchers and other research coordinators:
Program evaluation specialization
- Collaborate with program teams to develop program evaluation approaches and questions that are developmentally appropriate across subject areas
- Interpret program evaluation data for teams; develop data-driven strategies to make improvements to future programming

Qualitative research specialization
- Collect data using qualitative data collection methods including: interviews, focus groups, video recordings, contextual inquiry/observations, and ethnography
- Interpret and analyze data (e.g., transcript coding, video coding) using various qualitative analysis methodologies (e.g., thematic analysis, grounded theory)

Foundry10 is committed to creating a diverse environment where everyone can bring their full selves to work. Employment decisions are based on merit and business needs. The organization strives to provide a work environment free from discrimination and harassment because of a protected characteristic. Foundry10 does not discriminate against employees or applicants based on race, color, creed, citizenship, status, national origin, ancestry, gender, genetic information, sexual orientation, gender expression or identity, age, religion, pregnancy or pregnancy-related condition, physical or mental disability, marital status, parental status, veteran status, political affiliation, or any other characteristic protected by law.

We are committed to providing reasonable accommodations to assist individuals with disabilities with the application and interviewing process as well as essential job functions. If you have questions about the accessibility of our office environment, please reach out to jobs@foundry10.org.