



Evaluation Coordinator

About the Organization

Edible Schoolyard NYC's (ESYNYC) mission is to support edible education for every child in New York City. We partner with New York City public schools to cultivate healthy students and communities through hands-on cooking and gardening education, transforming children's relationship with food. Inspired by the philosophy and model of Edible Schoolyard Berkeley and its founder, acclaimed restaurateur and food activist Alice Waters, Edible Schoolyard NYC was founded in 2010 to serve the specific needs of students in historically underserved public schools.

If you are passionate about food and making a difference, this is the place for you. While edible education is our core focus, we connect to the food world in many different ways. We work with top chefs and restaurants on partnerships which support our work, and collaborate with diverse brands to increase awareness of our mission. Many of our staff are passionate foodies and cooks, and we enjoy swapping recipes and food whenever possible. We are guided by six core values: 1. Passion and dedication 2. Community 3. Learning and discovery 4. Wellness 5. Collaboration 6. Equity.

Overview

Edible Schoolyard NYC is looking for a quick-thinking, spreadsheet wiz, who is comfortable working with kids in schools. Join our team of learners who are passionate about our impact on school communities in NYC! ESYNYC uses our evaluation to improve programming, share best practices with others in the field, secure funding, and spread "edible education" to all NYC students. The Evaluation Coordinator (EC) is the person primarily responsible for the planning and execution of our annual student survey project and year-round outputs tracking data management. The role is a part-time, hourly position.

The primary responsibilities include:

Student Survey Coordination

1. Research survey software and build digital surveys.
2. Schedule and administer surveys in 7 schools.
3. Clean data to prepare it for analysis.
4. Train and supervise Master of Public Health fieldwork intern to administer surveys, upload and clean data.



Outputs Tracking Data Management

1. Work with program staff to maintain accurate, complete output records
2. Clean and analyze data in Google Sheets.
3. Draft reports and graphs using the data.

Research

1. Conduct literature review and update research brief.
2. Prepare for conference presentations.
3. Research and support implementation of data management systems.

Other Possible Projects

1. Professional Development Workshop Participant Post and Follow up Surveys, and School Staff Survey analysis and report drafting.

The EC reports to the Evaluation Manager. The EC and the Evaluation Manager work as a collaborative team. The Evaluation Manager will provide the logistical and instructive support necessary to carry out the activities described above and develop the EC's skills.

Qualifications

The ideal candidate is a quick-thinking spreadsheet wiz who is comfortable working with school aged kids.

This is the right job for you if you:

- Have strong spreadsheet skills: you can easily write and edit formulas, copy, sort, filter, make graphs, and pivot tables on Google sheets and Excel.
- Are very comfortable working with kids in a school setting.
- Know how to navigate public transit across the city while still showing up early.
- Can carry up to 40 pounds on transit and/or up stairs in public schools.
- Are ready to problem solve with little supervision and also love to collaborate on projects.
- You enjoy learning from challenges, improving processes constantly.
- Are a systems thinker who is maybe a little obsessed with organization, work-flow, dotting every "i" and crossing every "t".

The following qualification are helpful but are not required:

- You have experience working with kids in a group setting
- You have completed or are currently enrolled in graduate level statistics,



research/evaluation classes

- You are familiar with basic web coding and can debug online survey custom code
- You are passionate about food justice and know your stuff when it comes to gardens and cooking education, nutrition, or public health
- You speak Spanish proficiently
- You have experience administering surveys
- You know your way around SPSS data analysis software
- You can make bespoke data visualizations beyond automatic chart generation

Compensation and Hours

- \$18/hour, roughly 800 hours per year
- Survey administering takes place at 7 schools sites in the Bronx, Manhattan, and Brooklyn, during the school day (8 AM- 3 PM). The rest of the time, the EC may work in the DUMBO office or remotely, and will arrange this with the Evaluation Manager. The schedule be somewhat flexible as long as project needs are met.
- Hours vary by month with the project calendar. Estimated below:
 - Mid-April - June
 - Projects: Student Survey Preparation and Administration, Outputs Tracking Management
 - Roughly 20 hours/week.
 - Must be available 2-3 days per week to administer surveys in schools.
 - July - August
 - Projects: Outputs Tracking Management and Analysis
 - Roughly 20 hours/week.
 - 10-15 **additional** hours/week potentially available for staff and Professional Development survey analysis, report writing and data visualization work if the EC is able.
 - September - Mid-November
 - Projects: Student Survey Administration, Outputs Tracking Management
 - Roughly 20 hours/week.
 - Must be available 2-3 days per week to administer surveys in schools.
 - Mid-November - Mid-April
 - Projects: Literature Search, Data Management and Survey Research, Outputs Tracking Management
 - Roughly 10 hours/week



To Apply

Send a resume and cover sheet to Jessie Tartanian, Evaluation Manager, at jt@esynyc.org by April 1, 2019.

Edible Schoolyard NYC is an Equal Opportunity Employer. Women, People of Color, and LGBTQIA+ individuals are encouraged to apply. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.