

JOB DESCRIPTION

Evaluation Consultant, Edible Schoolyard NYC

LOCATION: Across NYC & Virtual

ABOUT THE ORGANIZATION:

Edible Schoolyard NYC (ESYNYC) believes that all New York City students deserve access to an edible education — hands-on gardening and cooking classes as well as family and community engagement activities - that connect students to food, their communities and inspire them to create change in the world around them. We do this by partnering with NYC public schools to lead classes with their students and school community; supporting educators to implement food education in their classrooms; and advocating for long-term, sustainable changes for a better future for New York City. In the 2021-22 school year, we served 3,500 NYC public school students at our direct service sites in Brooklyn, Upper Manhattan, and the Bronx and over 200 educators through professional development, who in turn reached thousands more students.

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. As an organization, we are guided by core values of Community, Equity, Stewardship, and Adaptability.

PRIMARY RESPONSIBILITIES:

The Evaluation Consultant is responsible for implementing a mixed-methods program evaluation system across all ESYNYC locations to support program improvement and stakeholder reporting. The position entails internal data collection and analysis, including weekly outputs tracking; student, school staff, family, and professional development surveys; qualitative analysis of student and teacher work; and focus groups with community members. We are looking for a consultant to implement and continue to develop our evaluation plan along with measurement tools to support ESYNYC's strategic plan. We are looking for a long-term consultant with whom we can grow over the next few years. The ideal candidate will have experience managing evaluation systems rooted in equity as well as a strong ability to work with dynamic teams and support diverse communities across New York City.

This role reports to the Director of Education & Quality and will work closely with the Executive Director and External Affairs team.

RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Develop, refine, implement and advance a comprehensive mixed-methods evaluation system to assess the impact of the ESYNYC program on all participants and their communities. This includes scheduling, coordinating, and supervising data collection projects such as ongoing surveys, community focus groups and interviews, and weekly program outputs tracking.
- Manage and support staff with tracking program outcomes and outputs.
- Conduct staff training regarding data collection and data entry procedures using Coda and the Google Suite.
- Conduct continuous outputs tracking maintenance by cleaning and managing all data in Google Sheets and Coda databases to maintain accurate and complete data.
- Utilize statistical analysis software to clean, analyze, and synthesize data into easy-to-understand and compelling reports with quantitative, narrative, and graphic elements, quarterly and annual reports to stakeholders.
- Support external affairs staff with grant applications and compliance and communications support.
- Tie evaluation work and methods to literature
- Lead focus groups and key informant interviews including developing protocols to increase community voice
- Develop measurement tools and plans, logic models and define constructs to be measured, aligned with the appropriate measurement instruments.

QUALIFICATIONS

- 4-5 years experience with applied program evaluation implementation, applied statistical analysis, qualitative data analysis, and management of evaluation projects.
- Expert spreadsheet skills with Excel and Google Sheets.
- Proficient in survey creation tools like Alchemer and branching logic.
- Technical skill with data visualization.
- Proficient in qualitative and quantitative data collection analysis techniques.
 - Proficiency with SPSS preferred.
- Familiarity with database maintenance is required,
 - Experience with Coda is a plus. If you are unfamiliar with Coda, you must be willing to learn its formula writing system.
- Organized, detail-oriented, and able to prioritize tasks.

- Strong analytical and communication skills.
- Systems oriented.
- Positive, can-do attitude.
- An interest in Edible Schoolyard NYC's mission.
- Familiarity with food systems and nutrition education public health research.
- Spanish language proficiency is preferred for survey response translation.

COMPENSATION:

The overall budget is \$58,000. We welcome consultants to provide a project rate for the job. Hours average around 15-25 hours per week, depending on experience and stage in the evaluation process.

TO APPLY:

To apply, please send your proposal, including your resume, a description of your relevant skills and experience, your project rate, and an estimate of time spent on the project to jobs@esync.org with your name and Evaluation Consultant in the subject line. If you have a website with examples of project history or other example materials that would be helpful for us to see, feel free to share.

Edible Schoolyard NYC is committed to a diverse workplace. People of color, racial and ethnic minorities, women, people with disabilities, veterans, and LGBTQ+ candidates are strongly encouraged to apply. Edible Schoolyard is an equal opportunity employer committed to a policy of equal treatment and opportunity in every aspect of its recruitment and hiring process without regard to age, race, ethnicity, color, national origin, religion, disability, veteran status, gender, and gender identity or expression, sexual orientation, unemployment status, or any other legally protected basis. Edible Schoolyard NYC provides reasonable accommodation to applicants and employees as required by law. Applicants with disabilities may request reasonable accommodation at any point in the employment process.