

Job ID	47411
Job Location	School of Education
Job Category	Research
Salary	3P2
Date Posted	Apr 20, 2012

The John W. Gardner Center for Youth and Their Communities at Stanford University seeks a Project Coordinator to conduct planning, partner engagement and production of deliverables for research projects and events; manage and track several aspects of the Youth Data Archive initiative (YDA); and provide critical technical support to the Center's communications arm.

Duties and responsibilities:

35%: Communications. Manage flow of new web content received from staff, edit/code content for upload, and recommend process improvements to web team. Edit and format JGC report materials including issue briefs, policy briefs, literature reviews and presentations. Manage JGC mailing list database and dissemination of Center materials. Manage JGC social media presence.

30%: Research Project Planning and Event Coordination. Plan national college readiness project: Devise and ensure compliance with work plans; draft meeting agendas; solicit input on content from staff and integrate into work plans and deliverable designs; act as point person on communications; prepare for site visits and regular convenings. Coordinate large-scale annual survey of middle school students in Redwood City, CA: work with JGC researchers to train staff on survey implementation at school sites; act as primary resource to schools during data collection (preparing for survey administration, trouble shooting during survey administration and ensuring that all data is collected).

25%: Youth Data Archive Management. Manage and track ongoing communications with YDA partners following initial engagement; produce and execute all Data Use Agreements (DUAs) and contracts. Provide ongoing communication with and support to recent and longstanding YDA partners; draft DUAs for new YDA partners and update DUAs prior to expiration for current partners; track all current and pending DUAs; communicate and consult with Stanford Legal Counsel on any questions or anomalies that arise during the DUA process; draft Scopes of Work for YDA contracts; communicate with partners about DUAs and contracts; maintain contact with SU Information Technology Services about secure data server.

10%: General Support. Attend all Center staff and relevant project meetings. Support grant writing efforts.

Qualifications: The successful candidate must have experience planning for and managing an initiative related to schools, youth development or social services. S/he must also possess excellent organizational, written and oral communication skills as well as meeting preparation skills. The candidate will be comfortable with or have a desire to learn basic HTML & CSS; have knowledge of desktop publishing programs including Adobe InDesign, Photo Shop and Illustrator; and have knowledge of Client Relationship Management databases. The candidate will also have the ability to work collaboratively in teams and independently, and to juggle multiple tasks at once and take direction from different staff members.

Knowledge of education and/or social service systems and/or community engagement practices desired. Web communications and other communications experience strongly preferred. Four year college degree or equivalent required; advanced degree preferred.