



Evaluation Projects Manager

Organization Vision: ACCESS imagines a day when all young people have the opportunity to reach their full potential by graduating from college, regardless of their families' financial resources or college experiences.

Organization Summary: ACCESS works to ensure that all young people have the financial information and resources necessary to find an affordable path to - and through - a postsecondary education. To accomplish this mission, ACCESS provides free financial aid advice and advocacy to all the students of Boston and Springfield to help them overcome the financial barriers to higher education. Our programs work with students and their families from middle school to high school through college graduation, ensuring that finances never get in the way of potential. ACCESS has helped students secure more than \$150 million in financial aid in the last three years alone and has awarded more than \$5 million in need-based last dollar scholarships since our founding, maintaining a 75% college graduation rate for the students we serve. Through partnerships with high schools, community organizations and local universities, ACCESS has helped more than 50,000 students achieve their dream of higher education.

Position Summary: The ACCESS Evaluation Projects Manager will play a critical role in coordinating and evaluating the impact of programs and initiatives aimed at increasing college awareness and attainment amongst youth in Boston and Springfield, MA. Current research projects include: 1) a collaborative effort across schools and non-profit partners to build awareness of and participation in college savings plans amongst low-income families in Boston; and 2) an effort to develop best practices in financial aid advising that help ensure on-time postsecondary enrollment of ACCESS Advisees in the fall following their high school graduation. The Evaluation Projects Manager will report to ACCESS's Chief Program Officer and will work closely with our staff of Financial Aid Advisors as well as school staff, non-profit partners, and researchers. The successful applicant will be a highly detail-oriented and proactive individual who believes in ACCESS's mission and adheres to our values: Student-Centered, Excellent, Collaborative, and Dedicated.

Main Responsibilities:

- ★ Coordinate ACCESS's involvement in research projects with external parties, including professors and graduate students at the Harvard Graduate School of Education
- ★ Oversee the implementation of activities associated with research projects, ensuring the adherence to both ACCESS's mission and values and the research design of each project as it is implemented in school and community settings
- ★ Organize and prepare materials for meetings that build awareness of and support for research projects amongst district, school, and community partners
- ★ Manage partnerships with schools and community-based organizations, including staff communication, event planning, and student and family outreach
- ★ Coordinate trainings for ACCESS and other staff involved in the implementation of research projects
- ★ Organize and present workshops on college savings and other access/success content for students and families
- ★ Develop an understanding of ACCESS's past and current data management systems, and leverage them to support internal and external research projects
- ★ Support the compilation and analysis of research data with internal and external partners
- ★ Oversee the entry of outstanding ACCESS evaluation data into a useable format; may include recruiting and/or managing volunteers or interns

Qualifications:

- ★ Bachelors degree required
- ★ Experience working with diverse populations and with middle and high school-aged students and their families, including a working knowledge of local schools, is highly desired
- ★ Advanced organizational skills and ability to plan and implement in a demanding, fast-paced environment

- ★ Strong oral and written communications skills
- ★ Experience designing and implementing research projects is preferred but not required
- ★ Energetic, enthusiastic, and interested in learning within a growing, entrepreneurial organization
- ★ Ability to work flexible hours that will include evenings and some weekends
- ★ Ability to handle stress and balance multiple projects
- ★ Strong group facilitation and presentation skills
- ★ Proficiency in Microsoft Office Suite – Word, Excel, Outlook, and PowerPoint – and Google Mail/Docs
- ★ Proficiency in Salesforce as a data and contact management tool is preferred but not required
- ★ Bilingualism is a plus

Compensation: Salary commensurate based on individual's experience and education.

Applications: Applicants should submit a cover letter and resume to jobs@accessedu.org, Attention Erin Cox Weinberg.