Knowledge Quest is a non-profit organization operating in the South Memphis Community. We exist to vigorously equip youth and their families to maximize their potential through education, wellness, and economic stability. We invite you to join our mission.

Parent and Community Engagement Coordinator

The Family Stability Center at College Park, a Knowledge Quest program seeks to hire a Parent and Community Engagement Coordinator position will help promote, support, and facilitate a culture of continuous improvement within the broader education community. This position is to be the research and evaluation backbone to staff, this position supports the collection and management of data to facilitate data- informed decision making at each level.

Key Responsibilities

- Work with accountability structure to connect data across the cradle to career education pipeline.
- Report and share data with partners and communities in formats that appeal to various stakeholders and audiences and facilitates evidence-based decision making and continuous improvement.
- Plan for the collection, analysis, and reporting of data to measure the partnership's impact.
- Facilitate change through the provision of timely and meaningful information and data for evidence-based decision making and continuous improvement
- Develop and cultivate relationships with community stakeholders, including data and research professionals in education, business, faith, nonprofit, philanthropic, and civic sectors to support the collection, analysis, and management of data.
- Convene and manage Collective Impact Teams to support effective data use and access for partners.
- Work with Director of Research and Evaluation to establish an annual community reporting process (i.e. report card or partner reporting with existing entities).
- Coach, facilitate, and provide technical assistance to networks of community partners to set targets, achieve objectives, and complete deliverables, utilizing a continuous improvement process and tools.
- Lead efforts to develop shared measurement systems and help negotiate critical data sharing agreements with partners.
- Maintain communication and work collaboratively with the national evaluator to learn and share best practices.
- Lead, attend and/or present at governance and committee meetings as necessary and provide information on the progress of partnership efforts and collaborative action networks through presentations and written reports.
- Support the Collaborative Action Networks in partnership with the network facilitation staff.

Education & Experience Required:

- Advanced degree preferred with 5 or more years of relevant work experience in research, data management and analysis in the education and/or the social sector.
- Experience in continuous improvement is highly valued.
- Knowledge and demonstrated success in data collection, management and analysis.
- Knowledge of education and community data resources are critical.
- Demonstrated success in facilitating multidisciplinary or multi-organizational teams desired.
- Excellent project management and organizational skills; ability to manage details and work independently.
- Excellent written and oral communication skills and strong interpersonal skills required.
- Proficiency in Microsoft Office applications, including Word, Power Point, and Excel is required.
- Experience with software to present data effectively strongly preferred, as well as familiarity with analytic tools.
- Knowledge of the Strive framework and Theory of Action a plus.