



Our mission is to coalesce, inspire, and support the Head Start field as a leader in early childhood development and education.

<b>Job Title:</b>	<b>Data and Research Associate</b>
<b>Unit</b>	Center for Effective Practice
<b>Reports to:</b>	Senior Director of Data
<b>Origination Date</b>	August 25, 2021
<b>Location</b>	Alexandria, Virginia; Begins remotely
<b>FLSA Status</b>	Exempt

## THE OPPORTUNITY

The opportunity to succeed in school and in life, regardless of circumstances at birth, is a core American value, and for the past fifty-six years, the Head Start community has embraced the challenge of delivering on that value and changing life trajectories for the nation’s most vulnerable children and families. A strong and sustainable future for Head Start will mean the success of generations of children who may otherwise struggle throughout their lives. Their future success rests on the knowledge, commitment, and collaboration of families, programs, researchers, and policymakers.

NHSA is a unique organization looking to grow intentionally and to find the right person for the right opportunity on our team. If you are looking to be part of an organization that is static, where things are predictable, and challenges are hard to come by, you should not work with us. If you are a person who is looking to only work on tasks on a job description (such as this) and has a proclivity to say “that is not my job,” we respect that, but you should not work with us. If you are interested in being a responsible contributor while flexing your curiosities and creativity, keep reading.

The **Data and Research Associate** is responsible for advancing our efforts to improve outcomes for Head Start children and families by generating new knowledge and identifying outstanding practices from the Head Start community. As part of the Center for Effective Practice, the Associate will add to the organization’s knowledge and analytical capacity about data and data use in Head Start. The Associate will also further the ability of Head Start programs to gather and use data to improve capacity to serve children and families.

This role requires a balance of skills; a strong candidate will have good analytical skills and attention to detail when it comes to running data analysis with existing data sets at NHSA, but also creativity, strategic thinking, and the ability to take abstract ideas and turn them into concrete action.

## MAJOR DUTIES AND RESPONSIBILITIES

The **Data and Research Associate** drives activities that directly support NHSA and our ability to support our members. The **Data and Research Associate** also plays a key role in efforts to drive forward data and quality improvement efforts on the ground at Head Start programs nationwide.

### Major Duties and Responsibilities

- Help drive the use of data for quality improvement in Head Start through NHSA’s [Data Design Initiative](#), which involves balancing multiple projects at once, connecting with practitioners to understand needs, and turning ideas into reality.



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- Conduct and analyze surveys of Head Start practitioners relevant to current policy topics.
  - Support development, user support, and data analysis efforts of NHSA's family engagement assessment tool, [Parent Gauge](#)
  - Create and support relationship building opportunities between Head Start practitioners and researchers, including developing and growing a Research Registry.
  - Contribute to analyses and advocacy activities about federal Head Start policies, regulations, and systems.
  - Periodically update summaries, fact sheets, and website content about Head Start research, access, and best practices.
  - Support internal quality improvement and data efforts within NHSA.
  - Other relevant duties as assigned.

## REQUIREMENTS

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- Passion for Head Start's commitment to ensuring every vulnerable child has the opportunity to succeed
- Bachelor's degree required, plus 2 years of relevant experience
- Capacity to design and execute multiple and constantly changing projects, with both creativity and high-quality work, on tight deadlines
- Must be able to work independently and proactively while being a dependable team-player.
- Innovative and analytical approach to problem solving
- Ability to adapt quickly and confidently to new challenges and job requirements with entrepreneurial thinking, even while under pressure
- Effective communication skills, both written and verbal, and strong influencing skills
- Expertise in Microsoft Office, particularly with Excel, required
- Experience working with large data sets and analytic tools is desirable

## ABOUT THE NATIONAL HEAD START ASSOCIATION

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Are you passionate about early childhood education, remedying social inequities, and supporting America's most vulnerable children and families? Be a part of our team! NHSA is a nonprofit organization committed to the belief that every child, regardless of circumstances at birth, has the ability to succeed in life. NHSA is the voice for more than 1 million children, 275,000 staff, and over 1,600 Head Start grantees in the United States. Since 1974, NHSA has worked diligently for policy changes that ensure all at-risk children have access to the Head Start model of support for the whole child, the family, and the community.

### OUR MISSION AND VISION

NHSA's vision is for Head Start to lead—to be the untiring voice that will not be quiet until every vulnerable child is served with the Head Start model of support for the whole child, the family, and the community—and to advocate—to work diligently for policy and institutional changes that ensure all vulnerable children and families have what they need to succeed. NHSA's mission is to coalesce, inspire, and support the Head Start field as a leader in early childhood development and education.



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## OUR CORE VALUES

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- We are determined to play a valued and visible national leadership role in this country's efforts to educate and serve its most vulnerable children and families.
- We recognize change is constant and are building a flexible, nimble organization that values innovation and can respond effectively to change.
- We are actively committed to being a high-impact organization that evaluates effort and measures outcomes; our commitment extends to helping Head Start value and use measurements effectively.
- We value partnerships and collaboration and at our core, we are relationship-based.
- We celebrate Head Start alumni, both graduates and parents, and the lasting impact that are having in this country.
- We are accountable to our members and funders, seeking high standards of governance, carefully stewarding resources, operating transparently, and living up to the highest standards of quality.

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## OUR CULTURE

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NHSA is proud of our inclusive, collaborative, and professional culture. We value and reward teamwork, initiative, creativity, and intellectual and professional growth. We seek those qualities when considering people to join our team.

- *Collaboration: NHSA works in teams—we share ideas, brainstorm endlessly, and constantly seek innovative ideas that advance NHSA's and Head Start's missions.*
- *Vision: NHSA values colleagues who see and seize opportunities, take risks, learn from failure, and bring a relentless passion for our mission.*
- *Creativity: NHSA team members use data to form original insights. We find ways to incorporate innovative ideas and approaches that exist in the rich and vital Head Start community.*
- *Mindfulness: NHSA has an organization-wide commitment to strive for excellence; we set clear objectives, achieve ambitious goals, ensure accountability for results, and focus on our impact.*
- *Curiosity: NHSA values those who are curious and hungry for knowledge. Reflecting Head Start's 55 years of commitment to continuous improvement, our staff is committed to personal and professional growth, understanding, and commitment to our mission.*

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## THE PROCESS

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Please submit your cover letter and résumé in one PDF document to [jobs@nhsa.org](mailto:jobs@nhsa.org) with **Data and Research Associate** in the subject line.

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*NHSA IS AN EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.*