

## **JOB DESCRIPTION**

### **Evaluation Consultant, Edible Schoolyard NYC**

**LOCATION:** Brooklyn, NY

#### **ABOUT THE ORGANIZATION:**

Edible Schoolyard NYC's (ESYNYC) mission is to support edible education for every child in New York City. ESYNYC partners with NYC public schools to cultivate healthy students and communities through hands-on cooking and gardening education, transforming children's relationship with food and promoting healthier school environments. ESYNYC was founded in 2010 to help students in underserved NYC communities disproportionately affected by food system inequities. ESYNYC currently works with seven schools, serving 2,781 students in Brooklyn, Manhattan, and the Bronx. In addition to serving NYC public school children, ESYNYC teaches other education professionals how to bring edible education to more students through Professional Development workshops.

The ESYNYC program is unlike any other due to its long-term presence in school communities, comprehensive nature, data-driven innovation, and flexible approach. We've demonstrated commitment and resiliency throughout the COVID-19 pandemic and have continued to serve school partners despite challenging circumstances.

Six core values guide our team:

1. Passion and dedication, 2. Community, 3. Learning and discovery, 4. Wellness, 5. Collaboration, and 6. Equity.

#### **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, school staff, family, and professional development surveys, and an advocacy capacity assessment. We are looking for a consultant to continue implementing our evaluation plan for the remainder of the school year. The job begins in February and ends in July and will report directly to the Executive Director.

#### **RESPONSIBILITIES:**

Responsibilities include but are not limited to:

- Implement 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, ongoing surveys, and weekly program outputs tracking.

- Manage and support staff with tracking program outcomes and outputs.
- Conduct staff training as needed 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.
- Supervise Master's student fieldwork interns in partnership with the Director of Programs and Education.
- Support development staff with grant applications and compliance by providing and confirming the appropriate data.

## **QUALIFICATIONS**

- 2+ experience with applied program evaluation implementation, applied statistical analysis, and management of evaluation projects.
- Expert spreadsheet skills with Excel and Google Sheets.
- Technical skill with data visualization.
- Proficient in qualitative and quantitative data collection analysis techniques.
  - Proficiency with SPSS preferred.
  - Proficiency with Dedoose preferred.
- Familiarity with database maintenance 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 strongly preferred.

## **COMPENSATION:**

The overall budget is \$20-\$25k. We welcome consultants to provide a project rate for the job. Hours average around 20- 35 hours per week, depending on experience and stage in the evaluation process. Please reference the evaluation schedule at the end of this document.

**TO APPLY:**

To apply, please send your proposal and resume to [jobs@esynyc.org](mailto:jobs@esynyc.org) with your name and Evaluation Consultant in the subject line. If you have a website with examples of project history, that would also be helpful 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.

## Evaluation Spring Semester Schedule

### Spring Semester

#### February

- Education Director and Program managers to schedule 2-5
- Social-Emotional Learning(SEL) observations of each teaching team to happen before the end of the school year. Observations will be conducted by the Education Director and Program Manager.
- Evaluation Consultant drafts DOE staff surveys and family surveys for each site with Program Managers.

#### March

- Evaluation Consultant presents quarterly impact updates in staff and board meetings.
- Evaluation Consultant analyzes PD Follow Survey data and draft reports on results tailored to the Program team and external stakeholders.
- Program Managers administer DOE staff surveys and family surveys digitally via email or schools' online platforms. Program managers may need to send one or two reminders to surveyed people as well as a thank-you communication describing what we learned and how we used their feedback (this is written by the Evaluation Consultant.)
- ● SEL observations occur.

#### April

- SEL observations occur.
- Evaluation Consultant analyzes staff and family surveys and drafts reports on results tailored to program teams, board, development team.

#### May

- SEL observations occur.

#### June

- SEL observations occur.
- Evaluation Consultant presents quarterly impact updates in staff and board meetings.

- By the last week of June: Program Managers and Teachers make sure all data for the year is updated and complete in the Outputs Tracking Google Drive Sheet.

## **July**

- Continue to collect data for Outputs Tracking on Coda  
Evaluation Consultant administers the PD follow up survey via Alchemer.
- Evaluation Consultant compiles full school year outputs report for program teams and funders.
- Evaluation Consultant analyzes PD Post Survey data and drafts reports tailored to the program team and external stakeholders.
- Evaluation Consultant will supervise and support the Evaluation Intern to analyze the SEL Observation Checklist data and begin drafting a report.

## **Ongoing**

Each month the Evaluation Consultant will work with the Director of Programs and Education and Program Managers to track outputs progress toward goals using Coda targets pages and possibly separate reporting in addition.

- Each week Outputs Tracking data are due to be entered by the program team into the Coda Doc for all data for the previous week. The Evaluation Consultant will review, clean, and follow up on any missing or incorrect data by the end of day Tuesday.
- Supervise Evaluation Interns who are entering and analyzing SEL Observation Checklist data.

## **After Each PD workshop (nine workshops planned in April-June)**

- Education Director (or someone they appoint) administers the PD Post Survey to participants and enters any paper responses into Alchemer web platform
- Education Director or Evaluation Consultant enter participant and session data into Coda within one week of the PD
  - This doesn't include PDs for the site school staff, e.g., a session for all the teachers at Evergreen. The site staff enters that data.