Project Coordinator Position Opening: Northwestern Two-Generation Research Initiative and Development, Early Education, and Policy Lab
August 31, 2020

The Northwestern University Two-Generation Research Initiative (NU2Gen) and the Development, Early Education, and Policy (DEEP) lab at the Institute for Policy Research are seeking a full-time Project Coordinator starting September 2020. NU2Gen develops and evaluates two-generation programs, which strategically link early childhood education services for children with workforce training for their parents. The DEEP lab applies developmental theory, psychological measurement, and advanced quantitative methods to pressing social policy issues that affect low-income children and families. Our aims are to promote child development and school performance; parent education, employment, and earnings; and family economic and social mobility.

Responsibilities: The Project Coordinator will equally support (50/50 time) NU2Gen and DEEP’s leadership team of Drs. Teresa Eckrich Sommer and Terri J. Sabol. The Project Coordinator will be responsible for a wide range of administrative and analytic tasks that may include:

- Support for new initiatives (e.g., reviews of literature, programs, policies, webinars)
- Research support (e.g., conference presentations, manuscript and research brief review, grants management, IRB)
- Administration and Communications (e.g., meeting and travel arrangements, note taking, website and Twitter management)
- Research assistant management (e.g., hiring, onboarding, scheduling)
- Data management (e.g., supporting data transfers, cleaning and coding quantitative and qualitative data)

The Project Coordinator will have the opportunity to engage with Northwestern students, faculty and staff as well as research consultants and service providers in the United States. The position offers early career professionals an opportunity to learn hands-on how to develop, conduct, and disseminate interdisciplinary policy-relevant research.

Qualifications: A successful candidate must have: (1) a Bachelor’s degree in Psychology, Human Development, Social Policy, Economics, Statistics, or related field; (2) strong analytic, writing, and communication skills; (3) the ability to balance attention to detail with a big-picture understanding of research endeavors; (4) an aptitude for and interest in data management and measurement; and (5) interest in programs and policies aimed at improving the well-being of children and families. The candidate should be highly organized and able to work both independently and as part of a multi-disciplinary team. Northwestern University graduates are encouraged to apply.

Application: Interested candidates should submit a cover letter, curriculum vitae or resume, writing sample, unofficial transcript, and contact information for three references to Lauren Tighe (lauren.tighe@northwestern.edu).

Details: The first-year appointment will be remote. The option for the second year, contingent on satisfactory performance and available funding, will be in person on the Evanston campus. Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities.