



Research Coordinator for the Urban Sustainability Directors Network

Position Type: Full-time, non-exempt from overtime. Expected hours are 9-5 local time.

Position Description: The USDN Research Coordinator develops high quality, impactful research and translates data into engaging communications to advance the field of urban sustainability. The position plays a crucial role in supporting information exchange and collaboration among members by performing research, maintaining a database of information about the work and interests of USDN's local government members, and analyzing and presenting data through reports, visualizations, graphics, and spreadsheets. The Research Coordinator supports USDN Program Directors focusing on climate resilience, transportation, renewable energy, building energy, climate planning, and equity on a range of research and project support needs.

This position will include the following responsibilities:

Research and Analysis of Local Government Sustainability Data (60%)

- Compiling information about local governments through research of the public domain and USDN internal sources to track progress and impact around the implementation of sustainability practices to support USDN strategic project work and help members get information they need to do their work better
- Administering surveys to USDN member communities and synthesizing survey results to help USDN understand, respond to, and communicate about the interests, efforts and progress of members, as well as the value of the USDN network
- Maintaining a database of information in Salesforce and USDN.org member portal
- Managing the connection between survey platform (SurveyGizmo) and Salesforce

Visual Presentation of Data and Research (30%)

- Organizing data into visuals for of member and organization-wide information
- Maintaining curated content on internal and external USDN.org web pages
- Creating and running reports of data stored in Salesforce for USDN staff, members, funders, and other stakeholders
- Analyzing and creating visual and narrative reports of data collected through surveys
- Copy editing and formatting communications documents and presentations with USDN branding, including light graphic design work

Other Tasks as Assigned (10%)

Examples of tasks assigned to this position might include: (1) maintaining a database of all local government GHG emissions reductions goals and progress for reference by members, partner organizations, staff, and other stakeholders; (2) researching the North American communities that have implemented renewable energy procurement policies and sharing that information with staff and recording it in Salesforce; (3) designing, managing, and analyzing a survey of members to understand what climate resilience means to them, where they need support, and to gather interest in potential peer learning and collaborative work; (4) collecting examples of cities using a racial equity lens in their community engagement work; (5) creating a one-page infographic summary of a city's participation in USDN activities; or (6) collecting survey data about current sustainability office size, comparing it to historical data stored in Salesforce, and producing a chart to show trends over time.

Requirements:

Education:

- Bachelor's degree, or demonstrable ability in research and database management
- Background in social sciences, research, data analytics and visualization, and/or member services
- Demonstrated interest in two or more of the following is desirable: sustainability, local government, social equity, organizing, or social network administration

Previous experience:

- 1-3 years related experience required (may include internships)
- Past experience in detail-oriented and research-focused position preferred

Hard and Soft Skills:

- Organized, analytical, and highly motivated
- Independent (comfortable and efficient working alone) while being a good team player (communicating with other team members through frequent electronic correspondence and infrequent in-person interaction)
- Skilled in - or ability to learn quickly - computer technologies, including CRM platforms (Salesforce), Microsoft Office, Google Drive, online survey platforms (SurveyGizmo), etc.
- Experience in survey design and research methods preferred
- Experience with graphic design and video editing desirable
- Ability to integrate equity and inclusion into routine assignments desirable
- Excellent written and verbal communicator (listening and writing)
- Detail-oriented and able to meet deadlines
- Proactive problem-solver, able to identify potential issues and brainstorm solutions
- Results-oriented and committed to learning and continuous improvement
- Mission-driven with a passion for fostering social, economic, and environmental change
- Diplomatic, comfortable interacting frequently with local government officials and funders
- Comfortable working independently in a fast-paced virtual office environment

Compensation: Expected range \$40,000 - \$50,000 annually, commensurate with qualifications. Robust benefits package, including health, dental, disability, and life insurance, flexible leave policy, and 401(k) program.

Location: USDN has no central office, so the position is strictly work-from-home with weekly web meetings. Candidates must furnish their own quiet office space for many conference calls, computer, a strong Internet connection, and Microsoft Office suite.

To Apply: Send a cover letter addressing the requirements for the USDN Research Coordinator, resume, and three references to jobs@usdn.org with your name and "Research Coordinator" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

About USDN: The Urban Sustainability Directors Network (USDN) is a peer-to-peer network of local government professionals from cities and counties across the United States and Canada dedicated to creating a healthier environment, economic prosperity, and increased social equity. USDN's dynamic network enables sustainability directors and staff to share best practices and accelerate the application of good ideas both between North American cities, and between North America and the rest of the world.

USDN is an Equal Opportunity Employer.

USDN is committed to building a diverse staff while advancing equity and inclusion goals throughout the network. People of color are encouraged to apply. We are committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.