



## Curriculum and Data Associate

The Writing Revolution (TWR) transforms instruction across the curriculum through a proven, coherent method that enables all students to develop the literacy and critical thinking skills they need to engage productively in society. We train and support teachers and school leaders in implementing The Hochman Method, an explicit set of evidence-based strategies for teaching writing. Our approach builds from sentences to compositions and is embedded in curriculum across all content areas and grade levels.

TWR is seeking a **Curriculum and Data Associate** to support a growing number of initiatives and partnerships. **The Curriculum and Data Associate** will support a growing team of educators working to Advance Thinking Through Writing in schools throughout the country by providing direct support to TWR's Curriculum and Data Coordinator and TWR's academic team. The successful candidate will be highly organized, comfortable and adept at using technology, and demonstrate strong oral and written communication skills. Responsibilities will include but will not be limited to:

### Resource Library

- Support logistics related to TWR's Educator Resource Library including proofreading and uploading content, maintaining school and member access, coordinating communications to members/schools, updating webpage featured content and other information, and providing key support to ensure the successful use of current and new features
- Assist in entering existing content into templates and answering inquiries sent to the TWR Library Help Desk
- Report regularly on Resource Library usage and feedback
- Assist in implementing a process for evaluating the success of the subscription model
- Propose and implement recommendations for Resource Library service improvement

### Data/Assessment

- Support TWR evaluation efforts including scoring student writing samples, entering related data, compiling educator surveys, and providing TWR's program and development teams with key information to report results
- Maintain organization of assessment materials (e.g. scanning, filing, updating files, school mailings, etc.)
- Support school follow-up as needed (generate data reports, participate in team data review meetings, etc.)
- Monitor and track standardized test school-wide results as they are reported
- Support integration with TWR's Salesforce database

### Other

- Assist in maintaining individual partner school portfolios and all partner school trackers
- Research relevant program information and data and summarize for the senior team
- Support the administrative components of CTLE credits and teacher credits from other states
- Assist with organization of certification program and online course
- Additional responsibilities assigned by Coordinator of Curriculum and Data or a member of the senior team

### Qualifications

The ideal candidate has at least two years of experience in a related field (e.g. non-profit, education, assessment, education technology). Exemplary writing, editing, and technological abilities (especially Word and Excel) are essential as well as strong organizational skills, deadline management, and attention to detail. Prior use of Salesforce or another database is a plus. A passion for the TWR's mission and a commitment to teamwork is essential.

### To Apply

Send a cover letter, resume, and references to Kathleen Maloney at [jobs@thewritingrevolution.org](mailto:jobs@thewritingrevolution.org). This position may require travel on occasion. Salary is competitive and commensurate with experience. TWR offers a competitive benefits package including health insurance and 401K.