

Job Description Project Associate Spring 2022

WHO WE ARE

Third Sector is a national nonprofit technical assistance organization that advises our government agencies on the best ways to reshape their policies, systems, and services toward better outcomes for all people no matter their race, background, and circumstances. Founded in 2011, Third Sector is a 501(c)3 organization that has worked with more than 40 communities to deploy more than \$1.2 billion of government resources towards outcomes. Third Sector's consulting engagements help government agencies to:

- better use data to understand the impact of their programs,
- improve the way they contract for services,
- allocate resources to support underserved populations, and
- collaborate with community stakeholders and partner agencies to improve services.

Third Sector strives to co-create projects with our partners, understand root causes of inequity, implement data-driven and community-driven solutions, and to set up sustainable systems for continuous improvement to ensure that governments can do this work with their partners after their engagement with Third Sector ends.

Our team of more than 40 employees is united by our mission and our commitment to becoming an anti-racist organization. We have been working to acknowledge, understand, and dismantle the white dominant structures we uphold internally and with our partners. We are identifying and implementing strategies to change our organizational culture and external relationships, including creating space for both multi-racial and affinity-based conversations about our journey and the work ahead.

THE ROLE

We are looking for highly driven, entrepreneurial, and equity-focused professionals who are deeply passionate about working with government and communities to create a more just and inclusive society. Your primary responsibility will be to work on client engagements focused on using public funding and data as levers to enable government, providers, and their partners to work with and improve the lives of the people they serve.

A typical team includes three people: an Associate or Senior Associate (Project Support), a Manager (Project Lead), and a Director (Senior Project Resource). More complex projects have larger teams (6-12 people) depending on the scope. Associates support the team by meeting with teammates and clients, preparing for client calls, and developing project deliverables by conducting research, writing, and

drafting slides. Above all, you will apply your passion for social change and your unique lived experiences to the advancement of our mission. Typically, Associates are staffed to two different projects (50% time each) at the same time. The length of a project ranges from about 3-18 months.

What is in a day's work at Third Sector? Imagine that for your first project as an Associate you are staffed on an 18-month engagement with a California-based health and human services agency. You and your project team have been tasked with working with the agency, clinical experts, service providers, and their clients to completely transform how the agency designs, funds, and contracts for mental health services. The goal of the project is to use new outcomes-oriented contracts to improve the mental and medical health, housing stability, and overall wellness and independence of those individuals suffering from severe mental illness. By the end of the project, your team will have led the agency in developing over 30 new outcomes-oriented mental health contracts that align provider services, funding, and financial incentives with the improvement of life outcomes for those served.

Your typical day might begin with a check-in with your Project Lead to review your upcoming presentation to a group of service providers and agency representatives for a workshop focused on outcomes-oriented program design. You would then facilitate that workshop (over Zoom or in-person at the agency), debriefing with your team afterward to highlight key takeaways and determine next steps. Your day ends with grabbing a “virtual coffee” with another Associate to catch-up and exchange stories about your respective projects. The next day, you may work with your team to develop new service provider incentive structures for achieving improved mental health and housing stability outcomes.

At Third Sector, each day presents new and exciting challenges. Please visit our [website](#) for additional examples of our outcomes-oriented work with communities.

EXPERIENCE

2-4 years of professional experience in a role(s) that includes:

- Delivering well-structured quantitative and qualitative analyses that include the development of actionable insights from data and/or stakeholder engagement efforts
- Communicating clearly and persuasively using multiple verbal and written formats (e.g. PowerPoint, memos, emails)
- Experience (professional or lived) with the delivery of social services, including housing or food assistance, financial aid, supportive services for families and services for people with disabilities, or in a government agency
- Working as part of a collaborative team with a record of increasing responsibility over time
- Working under general supervision while regularly exercising discretion and independent judgment
- Experience with policy analysis is a plus

SKILLS AND COMPETENCIES

Our work is analytical, collaborative, and challenging. Successful Associates are creative team players who effectively collaborate with others to produce client-ready content, are committed to their own learning and growth, and possess the following skills and competencies:

Research and Data Gathering:

- Able to gather information through multiple sources, including literature reviews and web searches
- Able to develop survey questions and draft questions for focus groups

Qualitative and Quantitative Data Analysis & Data Visualization:

- Knowledge of statistics
- Able to download, clean, and manipulate data sets in Excel or similar programs
- Able to conduct analyses to produce descriptive statistics
- Able to report on key insights from data in written forms and in clear charts and graphs
- Able to draw and report on insights from qualitative data such as notes from a focus group

Active Listening & Critical Thinking:

- Able to listen carefully and take detailed notes
- Able to ask critical questions to understand competing narratives or data that contradicts other data

Written, Verbal and Visual Communication Skills, including Facilitation Skills:

- Able to write clearly and concisely about topics related to government services and community needs, including emails and reports to foundations or clients
- Some facility with Microsoft PowerPoint is important
- Interest in receiving feedback and developing writing and presentation skills further

Project and People Management:

- Executes assigned tasks and also is able to be self-motivated and complete work independently
- Strong time management skills; able to effectively work on multiple projects at the same time
- If needed, able to communicate with teams about competing priorities
- Comfort working on small teams

Client Management:

- Comfortable speaking with clients about work products, timelines, and scheduling

Mission Alignment and Mindset:

- Commitment to advancing equity and anti-racism through personal and professional work in order to uphold our mission

Content Knowledge:

- Some understanding of - or interest in learning about - United States governmental entities and the relationship between federal, state, and county governments

- Understands the role structural racism has played in denial of opportunity to people in the United States

APPLICATION & INTERVIEW PROCESS

We use scenario-based exercises throughout our recruitment process to expose you to our work and to evaluate your potential to contribute to our team. Our recruitment process stages are outlined below:

1. Application submitted for initial screening (see instructions below)
2. First round written Q&A submitted to understand your interest in the position and applicable experience
3. Second round role-playing interview to assess your critical thinking, analytical, and communication skills
4. Professional references requested
5. Third round interview with a member of our Executive Team
6. Offer issued

Note: About midway through the interview process, all candidates will be connected to a Third Sector team member and you will be given the opportunity to ask them any questions you have about their experience working here, their work on client projects, how they've experienced our equity journey, etc. *This conversation will not be used to evaluate candidates in any way.* This conversation is meant to serve as an open and honest opportunity for candidates to learn more about our culture and work environment before progressing to the final stages of the interview process.

TIMING. We are committed to transparency throughout this process. We understand that interviewing can be stressful and aim to minimize that stress and uncertainty. To give you a sense of timing, steps two through six above typically take four to six weeks.

SALARY AND BENEFITS. This is a full-time position. The FLSA status for this position is exempt with a salary range of \$62,000 to \$71,500. Starting salary is determined by experience level within this range and location. Third Sector also provides competitive benefits including medical, dental, and vision benefits, life insurance, a 401K plan with a 4% match, technology stipend and technology support services, and more.

START DATE. The intended start date for this position is as soon as possible.

LOCATION. Permanent work authorization in the United States is required to apply for this position. We welcome applicants from anywhere in the contiguous United States except Alaska. This position is fully remote with occasional optional travel expected. We currently have office space in Boston and San Francisco available for the team to use but living in or being willing to relocate to Boston or San Francisco is not required for this position.

APPLICATION INSTRUCTIONS. We will be hiring multiple people for this role. Candidates will be reviewed in batches **on a rolling basis**. The first batch of candidates must submit their applications by May 2, 2022. If all available positions are not filled by candidates in this first batch, we will reopen the application and review a second batch of candidates.

This search is being managed by Larnell Vickers Enterprises. Interested candidates should submit their application via the link available on our website (<https://www.thirdsectorcap.org/careers/>). Those submissions will be reviewed on a rolling basis. Please reach out to our team if there are any accommodations you might need when applying or if asked to be interviewed. Questions about the role or interview process can be directed to talent@thirdsectorcap.org.

At Third Sector, we value diversity, equity, and inclusion. We believe that diversity leads to better solutions for the difficult social challenges we tackle, for the clients we serve, and for the communities we impact. We are committed to providing equal opportunities and approach recruitment in an impartial manner, without regard to an individual's race, ethnicity, color, religion, gender, gender identity, sexual orientation, national origin, disability status, income status or any other characteristic protected by law.