

## East Baltimore Research Project (EBRP)

Scope of Work

**Position: Project Coordinator**

### Overview:

- Launched in 2017, the East Baltimore Research Project (EBRP) aims to equip residents with data and resources that may be used to effectively advocate for community needs. EBRP also aims to provide East Baltimore residents with training and technical assistance needed to strengthen their ability to effectively engage community members, collect and interpret data and communicate findings that can ultimately be used to inform community-change efforts.
  
- The project is firmly grounded in the belief that residents know what is needed in order to strengthen their neighborhoods, and that they should have a voice in shaping changes in their communities. Therefore, during its inception, project members established a core set of principles and values that guide the operations and function of the project. The values include the following:
  - Trustworthiness, Transparency, Openness, Communication, Accountability, Flexibility, Purposefulness, Inclusivity, Respect
  - The project is led by an advisory team that includes East Baltimore community members, consultants, and staff from the Annie E. Casey Foundation. The Urban Institute serves as the research partner. The project also has an independent documentarian who transcribes project discussions and records the progression of key project milestones in an effort to support the project mission.

In 2021, the work and focus of the East Baltimore Research Project (EBRP) will center the following five objectives:

1. **Resident Researcher and Community Support.** Support the capability of trained Resident Researchers and Resident Advisors to: 1. effectively implement research project initiatives, and 2. leverage the EBRP partnership as an opportunity to respond to the needs of the East Baltimore residents.
2. **Research Design and Data Collection Support.** Aid Resident Researchers, Resident Advisors, and the contracted research firm in the design and implementation of research studies.
3. **Community Outreach, Partnership Development, and Collaboration.** Foster strategic partnerships and collaborations to maximize the Project's reach, sustainability and impact.
4. **Strategic Communications (marketing, branding, and storytelling).** Demonstrate and raise local and regional awareness of promising approaches for applying an equitable, participatory and values-based approach to research design and capacity building practices.
5. **Sustainability Planning.** Proactively plan forward and position for the projects' long-term sustainability and impact.

The role of the project Coordinator will be to work in partnership with EBRP Project Team, the Annie E. Casey Foundation staff, and hire consultants to support the day-to-day operations of maintaining and monitoring project plans, schedules, budget, and expenditures and managing cross-team communication and content-sharing systems.

The following **Scope of Work** provides an overview of the core anticipated responsibilities of the Project Coordinator position, as well as other contract terms.

**Contract Period:**

April 1, 2021 - March 31, 2022

**Average Time Allocation & Rate:**

10 hours *minimum* per week. Could increase to 15-20 hours/week; \$45/hr.

**Scope of Work:**

- Work in partnership with the Casey Foundation staff and consultants to support the day-to-day coordination of EBRP plans;
- Regularly impart findings and recommendations to help shape and inform EBRP coordination and project management strategies and approaches;
- Support team-building efforts to gauge the mood and morale of the team and ensure values, mission, and vision continue to be honored;
- Co-coordinate and participate in regular weekly meetings of the EBRP Project team and the EBRP management team, to impart updates and learnings from cross-team communication;
- Support cross-team communications and maintain content-sharing platform Management (ie., Google Drive, etc.)
- Monitor workflow and project completion via project management systems (e.g., e-bulletin, Gantt chart, etc.) and document project team activities and efforts;
- Work in partnership with the Casey Foundation staff and consultants to develop project budget and provide monitoring and oversight of the budget, including bimonthly reports on spending, cross-referencing monthly budget with project milestones, and designing, managing and executing the team timesheet submission process;
- Liaise between the project team and the project's fiscal intermediary, Fusion Partnership (ie. request and review financial reports); and
- Conduct other duties as assigned.

**Qualifications and Skills**

*Required:*

- Resident of the area selected for the East Baltimore project (see map)
- Passion and commitment for East Baltimore and a commitment to racial equity
- Competency in Microsoft applications including Word, Excel, and Powerpoint
- Proficient in file/content management on Google Suite (e.,g, Google Docs, Sheets, Drive, Jamboard etc.)
- Ability to transcribe, document and summarize meeting activities
- Ability to work remotely
- Exceptional verbal, written and presentation skills
- Strong organizational and planning skills to oversee project progress in order to ensure goals are met on time
- Ability to work effectively both independently and as part of a team
- Ability to work under tight deadlines

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- Ability to be flexible and adaptable in a work environment

*Preferred:*

- Experience working in or with community-based nonprofit organizations in the areas of equity, advocacy, research and/or community development
- Experience in developing and managing community project budgets
- Interest in social science research and using research to inform community change efforts
- Experience with meeting and/or group facilitation