Learning and Data Systems Associate

Applicants need to be residents in a country in one of the following regions: Latin America, South America, or the Caribbean; the Middle East or North Africa; or South East Asia or the Pacific.

About URI
Founded in 2000, United Religions Initiative (URI) is the world's largest grassroots interfaith network with a presence in more than 110 countries. Our purpose is to promote interfaith cooperation, end religiously motivated violence, and create cultures of peace, justice, and healing for the Earth and all living beings. URI is a non-religious, non-political, non-partisan, non-profit organization. For more information, please visit www.URI.org.

Job Summary - Contractual Position
The **Learning and Data Systems Associate** (LDSA) will support internal and external capacity development with respect to monitoring, evaluating, learning, and adapting URI purpose-centered programmatic and network outcomes. This team member, supervised by the Director of the URI Learning and Impact Strategies (LIS) Team, will work collaboratively with all LIS team members and, as needed, other URI staff around the world to: (1) support training program processes and engage in co-designing of specific curriculum and training needed to achieve agreed outcomes, especially in the areas of monitoring, evaluation, learning, and adaptation, (2) advance the development and implementation of impact assessment and data systems and resource staff and network capacities to support data collection and assessment, (3) support and participate as a member of the LIS team in the co-design, co-facilitation, and implementation of URI learning strategies and impact assessment systems. The candidate is committed to continued practice, modeling, and embodiment of diversity and equity learning and advocacy at the core of URI's purpose and guiding principles.

Location and Languages
This position is for a global office and will primarily involve remote work with limited travel. The contractor needs to be a resident in a country in one of the following regions: Latin America, South America, or the Caribbean, the Middle East or North Africa, South East Asia or the Pacific. The contractor needs to be fluent in English. Preference will be given to candidates who are also proficient in additional languages, such as Spanish, Portuguese, Arabic, or French.

Primary Duties & Responsibilities
Data Systems Management, Assessment, Learning & Sharing - 60%
- Administer and help coordinate the development of impact assessment and data systems by helping manage existing data systems and develop new ones as needed, with attention to the integration of communication, networking, learning, and impact-sharing tools and platforms.
- Support the design and help coordinate learning and impact assessment practices, indicators, and specific tools for network-wide implementation, including researching promising practices and toolkits in the field, adapting and generating drafts of baseline questionnaires, pre- and post-event surveys, relevant indicators, tools for reporting on annual plans' work in progress.
- Help create, revise, and socialize data management and assessment policies.
  Inclusive of helping establish rules and procedures for data collecting and sharing with URI members, staff, trustees, and external stakeholders.
- Co-design and co-facilitate the training and resourcing of staff to support data collection for the shared assessment of URI programs and initiatives.
- Help facilitate and enhance the evaluation of the performance of URI data systems in contributing to advancing URI Purpose.
- Help create data-rich narratives and significant learning documents through analysis and creative visual and interactive sharing of findings for the diverse URI teams, regions, CCs, individual members, and colleagues that advance our collective efforts and purpose-centered change-making.
- Support all users or staff as needed in the daily project-specific use of URI data systems.

- Support URI Network and Capacities Mapping projects by helping develop the tools and systems needed and integrate them with existing (or new) data systems.

Learning Design & Facilitation - 40%
- Support and help coordinate learning program workflows and events, both externally in relation to workshop participants (promotion & recruitment, registration & feedback processes, follow-up) and internally in relation to event design (calendaring and event planning, curriculum co-design templates, co-facilitation guides, interactive slide decks, and other materials).
- Participate in co-design and co-facilitation of specific curriculum and workshops for staff and URI members, especially with initiatives in the areas of monitoring, evaluation, learning, and adaptation, and as appropriate and needed for other URI offerings (for example, in areas of community building, violence prevention, and ecosystems restoration) for in person, online, synchronous, and/or asynchronous training opportunities.
- Support the assessment of URI learning needs through appreciative inquiry and other qualitative and quantitative research tools with key organizational stakeholders, URI CCs, members, and partners.
- Support and coordinate the implementation and growth of an Online Community-Building Platform.
- Co-design and support a URI Learning and Impact "Resource Library," as well as maintain other LIS project documentation, folders, and materials.
- Collaborate within the LIS Team and with other organizational stakeholders to help co-design and implement organizational learning strategies and desired outcomes informed by interactive, learner-centered, and practice-oriented approaches with attention to the diversity of cultural experiences and participant needs.
- Support, co-design, and co-facilitate internal orientation and capacity-building training for staff, trustees, and partners as needed.

Knowledge and Skills
Data Systems:
- 3-5 years experience working with data in CRM systems (such as Salesforce - preferably for the growth and learning of nonprofit member-based organizations).
- 3-5 years experience collecting, organizing, and analyzing individual and group membership data, training programs impact assessment data, and/or social network data, including generating narrative and/or visual interpretations for collective learning by specific internal or external stakeholders, partners, and/or colleagues to help them learn and grow together as they work to advance or resource organizational and team projects.
- 3-5 years experience creating diverse qualitative and quantitative tools (such as for written surveys, verbal interviews or focus groups, feedback forms, etc.) as well as software to support the online use of such tools (such as Alchemer and Google Forms).
- 3-5 years experience in support, research, and implementation of monitoring, evaluation, learning, and adaptation practices and systems.
- 1-year familiarity with unfolding uses of ChatGPT and other developing "AI" tools.

Learning Design & Facilitation:
- 1-3 years minimum experience in facilitating (and preferably at least 1-year experience designing) learner-centered, participatory workshops or other learning programs for online or in-person contexts.
- 1-3 years minimum experience supporting and coordinating the promotion, recruitment, registration, feedback, and follow-up processes for learning events, as well as managing logistics and materials for special events both in-person and online.
- 1-3 years minimum experience editing, developing, and producing online or in-person learning materials.
- 1-3 years minimum experience flourishing professionally and vocationally in creative and lively cross-cultural contexts with religiously, culturally, ethnically, and linguistically diverse

colleagues both in-person and remotely - preferably with experience working across multiple time zones.
- Preferably 1-3 years minimum experience with participant usage or administrative management of an online social network community-building platform (such as Mighty Networks) or online learning management system (such as an LMS).

General:
- Demonstrated ability to work collaboratively and effectively on a team.
- Experience taking initiative, following others' leads, exploring critical differences with care and curiosity, seeking feedback and advice, and showing up with reliability amidst diverse interdependent colleagues.
- Experience working collaboratively across organizational departments and with external. partnerships with diverse stakeholders.
- Prior experience working effectively with volunteers, networks, coalitions, or grassroots movements.
- Experienced and comfortable working remotely with colleagues and other project team members or partners in a virtual team, including using Zoom, Hangout, WhatsApp, and other digital tools such as Signal, Slack, Microsoft Suite, and Google Suite.
- Strong writing, editing, and proofreading skills.
- Experience working in interreligious, interfaith, and intercultural communities or organizations is highly preferred.
- Fluency in English is required - and proficiency in other additional languages is preferred (for example, Spanish, Portuguese, Arabic, French, Hindi, Bosnian, or Swahili).

Salary & Benefits - Contractual Position
The Contractor agrees to perform the duties of LSDA for URI as outlined above. The LDSA is a member of the LIS Team, managed by the Team's Director, Reuben Shank. The LDSA contractor will work collaboratively as needed with LIS team members, regional staff, CC members, and other global staff. The Contractor will work an average of 40 hours per week, not to exceed 160 hours per month. The contract is governed by and construed in accordance with the laws of the State of California, USA.

To apply:
Fill out the Application Form and submit a resume no later than January 26. Incomplete applications will not be considered. No phone calls or emails, please.

URI is an Equal Opportunity Employer. It is our policy to provide equal opportunity to all employees, applicants, and program beneficiaries. URI does not discriminate against any person because of race, creed, color, religion, sex, sexual orientation, national origin, disability, age, political affiliation, or citizenship. Note: URI work week is 40 hours. However, this contract position may require additional time for travel and to meet special deadlines, projects, other staff absences, or emergencies.