Job Description
Survey Coordinator/Interviewer

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Survey Coordinator/Interviewer</th>
<th>Status:</th>
<th>Temporary, 20 hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports To:</td>
<td>Grant &amp; Evaluation Manager</td>
<td>Starting Salary:</td>
<td>$20/hour</td>
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<tr>
<td>Program:</td>
<td>Development</td>
<td>Classification:</td>
<td>Non-Exempt</td>
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</tbody>
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The Mockingbird Society is a non-partisan advocacy organization focused on transforming foster care and ending youth homelessness. We do this by creating, supporting, and advocating for racially equitable, healthy environments that develop youth and young adults at risk of or experiencing foster care or homelessness. Our efforts are rooted in and guided by the voices of the communities we serve and those with lived experience in the systems we are trying to change. Ultimately, we want every young person, regardless of race and individual experience, to reach adulthood with an equitable opportunity to thrive.

POSITION SUMMARY
The Survey Coordinator/Interviewer will assist with the administration and tracking of a statewide survey of young adults who have experienced foster care. This will include management of a statewide online survey, administered by working with The Mockingbird Society’s various partners and other organizations around the state. The position will also be one of the primary staff who follow up with participants who are willing to be interviewed individually, to clarify and add detail to survey responses. Finally, they will take part in coding and otherwise summarizing results for ultimate publication and use in our statewide advocacy. This will be a virtual position until COVID restrictions allow working from our Seattle location. This is a temporary position; the expected duration of the position is six months, with a possible three-month extension. The position will require a flexible schedule that may include some evening and weekend hours.

ESSENTIAL RESPONSIBILITIES

- Coordinate with partner agencies distributing the survey, monitor online responses, and supply stipend gift cards to agencies and/or participants.
- Clean data during survey period, and trouble-shoot online survey administration.
- Contact individuals who have agreed to additional interviews, track, schedule, and send reminders.
- Prepare follow up interview from review of online responses.
- As part of a team of two, conduct interviews, establishing report, clarifying responses, and probing without retraumatizing interviewees.
- Take notes and record responses of the participants.
- Tally and/or code information collected.
- Enter coded data into computer.
- Maintain confidentiality of all participants.
QUALIFICATIONS

- Experience with, and/or commitment to having, race equity, social justice, and LGBTQ/cultural competence be a workplace priority.
- Good punctuality and attendance and the ability to produce quality, on time deliverables.
- Able to demonstrate excellent listening skills and take detailed and accurate notes.
- Interview experience preferred.
- Basic computer skills and some familiarity with computer software such as MS office, PowerPoint, Word, Outlook, and Excel. Experience with Survey Monkey a plus.
- Ability to accept constructive feedback on work performance and to work effectively as part of a team.
- Ability to maintain a consistently positive and professional demeanor.
- Priority given to individuals with lived experience with foster care (foster care/kinship care/group care/residential treatment), and those between the ages of 18 through 26.

OTHER REQUIREMENTS

- Availability to work some mornings, evenings, and occasional weekends.
- Ability to work remotely, including broadband access.
- Statewide travel to interviews may be required.
- Ability to perform moderate physical work.

EMPLOYMENT POLICY

The Mockingbird Society is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, gender identity, or any other legally protected status. Individuals with experience as foster care providers, alumni of foster care, and those who have experienced youth homelessness are encouraged to apply.

COMPENSATION

The starting pay for this position is $20 per hour. Benefits include paid sick and safe time as mandated by the City of Seattle, and prorated holiday pay.

HOW TO APPLY

Please follow the below instructions in full. Incomplete applications will not be considered.

- Submit applications to jobs@mockingbirdsociety.org with “Survey Coordinator” in the subject line.
- Applications must include a resume and a cover letter.
- The Mockingbird Society is committed to actively creating racial equity and eliminating the impact of intersectionality by embodying the changes we want to see in our work. Applicants are required to include a statement regarding how they would support and further this goal in their cover letter.

Due to our desire to most effectively use our time in service to our mission, we are unable to respond to phone inquiries. Position is open until filled.