The Community-Based Global Learning Collaborative

The Collaborative
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Research and Programs Assistant for Community-Based Global Learning Collaborative

About the Collaborative

The Community-Based Global Learning Collaborative is a network of educational institutions and community organizations that advances community-based global learning and research in support of more just, inclusive, and sustainable communities.

Purpose of the position

The Research and Programs Assistant will support the Global Engagement Survey (GES) and contribute to the Collaborative's administrative operations, communications, and learning activities.

The GES is a multi-institutional, mixed-methods assessment tool examining relationships among program characteristics, student demographics, and global learning. It focuses on global citizenship, cultural humility, and critical reflection. The consultant will support a survey cycle serving approximately 10 or more institutions and 2,500 or more respondents annually.

The position combines research support with practical administrative responsibilities. Priorities and the allocation of hours will be agreed upon with the supervising Co-Directors and adjusted throughout the appointment to reflect GES deadlines and organizational needs.

Your Impact

Your work will help the Collaborative turn data into useful insights that strengthen community-based global learning. Through your support of the GES, participating institutions will better understand student learning, reflect on their programs, and identify opportunities for improvement. Your administrative and program support will help sustain a responsive, organized network where members can connect, share knowledge, and advance equitable community partnerships.

Position Details

Location: Fully remote
Status: Independent Contractor
Position dates: December 15, 2026–July 31, 2027, with the possibility of renewal
Expected time commitment: Approximately 10–15 hours per week.
Availability: Available for scheduled calls between 9:00 a.m. and 5:00 p.m. U.S. Eastern Time.
Reports to: The Collaborative's Co-Directors, with one designated primary supervisor.
Compensation: $2,000-3,000 per month, commensurate with experience

Scope of responsibilities

1 Global Engagement Survey implementation and institutional support
(more information at: Global Engagement Survey)

- Survey production and maintenance in Qualtrics, including institutional program information, customized questions, survey logic, and testing.
- Develop and update GES user support documents, instructions, and reference materials.
- Maintain tracking documents for participating institutions, program submissions, survey links, deadlines, and reporting status.
- Monitor survey participation and flag institutions reaching established reporting thresholds.
- Draft routine communications, reminders, and responses to institutional questions, referring technical or substantive questions to the supervising Co-Director.
- Attend the monthly GES Community of Practice.
- Organize, clean, and quality-check data using established procedures.
- Maintain clear file structures, naming conventions, codebooks, and documentation of changes.
- Analyze data and draft concise report sections describing quantitative and qualitative findings, methods, and limitations for review by the GES lead.
- Prepare multi-year comparisons in Excel or Google Sheets, checking consistency across datasets and documenting relevant limitations.
- Prepare accurate, accessible graphs, charts, tables, and other visuals for reports and presentations in Qualtrics and with DataWrapper.
- Prepare and distribute institution-specific datasets, reports, and survey access information.
- Handle institutional and respondent information confidentially and use only approved storage and sharing systems.

* Training in Qualtrics and established GES procedures will be provided.

2. Administrative and operational support

- Support routine member and participant communications.
- Help prepare meeting agendas, document decisions, and track agreed action items.
- Provide administrative support for webinars, communities of practice, and other agreed learning activities, including registration tracking, reminders, and follow-up.
- Update rosters and contact lists, ensuring accuracy across multiple files
- Assist with formatting and publishing content on the Collaborative communication channels.

Required qualifications and competencies

- Enthusiasm, a positive attitude, and a collaborative approach.
- Ability to take initiative, work independently, and learn new tools and processes.
- Strong attention to detail and a commitment to accurate, consistent work and careful record keeping.

- Excellent time management, planning, and organizational skills, including managing several assignments and deadlines.
- Foundational understanding of research methods and quantitative and qualitative data analysis.
- Ability to organize and clean datasets, identify inconsistencies or missing information, and document decisions.
- Ability to interpret descriptive statistics, including frequencies, percentages, and averages, and communicate findings clearly.
- Strong writing skills, including the ability to summarize findings accurately and acknowledge limitations.
- Interest in global and civic learning, equitable community partnerships, and the assessment of learning outcomes.
- Willingness to contribute to both research activities and routine administrative work.

Desirable experience

Coursework or experience in research methods, program evaluation, or a related field is desirable, as is experience with survey administration, data cleaning, reporting, event support, membership networks, or nonprofit operations. Experience collaborating across institutions, cultures, or geographic locations is also valuable.

Familiarity with Qualtrics, SPSS, Dedoose, Canva, website platforms, or basic video editing is an asset. Prior proficiency in every platform is not required; training will be provided.

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Interested candidates should email a letter of interest and resume to carolina@cfhi.org before November 27, 2026