



Greater Newark Conservancy
32 Prince Street, Newark NJ 07103
973-642-4646
www.greaternewark.org

Job Title: Research & Data Coordinator

Department: Coalition for Healthy Food for Newark Students

Reports To: Coalition Director

Type: Part-Time (20 hours/week), Hybrid/In-Office with Community-Based Field Work

Start Date: Immediately

Organization Description

For more than four decades, Greater Newark Conservancy has worked to promote environmental stewardship, food security, education, and community wellness throughout the City of Newark. Through environmental education, urban agriculture, workforce development, and neighborhood revitalization, GNC empowers residents to build healthier communities and create opportunities for future generations.

As one of Newark's premier nonprofit organizations, Greater Newark Conservancy is committed to creating equitable opportunities through environmental education, workforce development, community engagement, and access to healthy food.

Department Description

The Coalition for Healthy Food for Newark Students is entering an exciting new phase of growth, innovation, and community impact. Formerly known as the Coalition for Healthy Food in Newark Schools, the Coalition is expanding its reach beyond traditional school partnerships to strengthen a citywide network dedicated to ensuring every Newark student has equitable access to healthy food, nutrition education, and food system opportunities.

This next chapter will deepen collaboration with schools, youth-serving organizations, healthcare partners, food system leaders, and community organizations to create sustainable solutions that improve student health and well-being across Newark.

As we continue to grow, we are seeking an experienced Program Coordinator who is passionate about supporting mission-driven work and helping advance a healthier future for Newark students.

Position Summary

The Research & Data Coordinator is a part-time position employed by Greater Newark Conservancy and assigned to support the Coalition for Healthy Food for Newark Students.

Reporting directly to the Coalition Director, the Research & Data Coordinator will lead the Coalition's data collection, survey management, research coordination, performance measurement, and public reporting efforts. This individual will work collaboratively with all Coalition staff to design evaluation strategies, create and distribute surveys, compile programmatic data, and translate findings into meaningful reports and visualizations that inform stakeholders, funders, policymakers, and the community.

The ideal candidate is analytical, detail-oriented, and passionate about using data to drive equitable



decision-making. The successful candidate will possess strong quantitative and qualitative research skills while being able to communicate complex information in clear, accessible formats.

This position is grant-funded through June 30, 2029, with continued employment contingent upon the availability of grant funding.

While the anticipated work schedule offers flexibility, occasional evening and weekend work may be required to support community engagement activities, focus groups, trainings, and public presentations.

Primary Program and Field Work Responsibilities

- Develop and implement the Coalition's data collection and evaluation framework.
- Design, administer, and manage surveys for community members, schools, stakeholders, partners, and youth.
- Coordinate survey distribution across multiple platforms and partner organizations.
- Compile, clean, validate, and maintain program and evaluation datasets.
- Analyze quantitative and qualitative data to identify trends, outcomes, and opportunities for improvement.
- Develop dashboards, scorecards, and performance indicators to monitor Coalition initiatives.
- Prepare public-facing reports, data briefs, annual reports, presentations, and infographics.
- Translate complex research findings into accessible formats for diverse audiences.
- Work collaboratively with all Coalition staff to integrate evaluation into programming and community engagement activities.
- Support community assessments, landscape analyses, focus groups, and listening sessions.
- Maintain databases and ensure compliance with organizational data management standards.
- Coordinate data requests from funders, partners, and organizational leadership.
- Monitor grant performance metrics and assist with reporting requirements.
- Assist with GIS mapping, demographic analysis, and food systems research as appropriate.
- Ensure data confidentiality and ethical management of participant information.

Secondary Program Responsibilities

- Support strategic planning and program development through research and data analysis.
- Assist with grant writing by providing supporting data and evidence.
- Coordinate community needs assessments and environmental scans.
- Collaborate with communications staff to develop data-informed messaging.
- Present findings at Coalition meetings, conferences, and community events.
- Participate in organizational meetings and professional development opportunities.
- Perform additional research and evaluation duties as assigned.

Qualifications

- Bachelor's degree in Public Health, Epidemiology, Statistics, Data Analytics, Sociology, Public Policy, Research Methods, Nutrition, or a related field; master's degree preferred.
- Minimum three (3) years of experience in research, program evaluation, public health, data analysis, or nonprofit performance measurement.



- Experience designing and administering surveys using platforms such as Typeform, Qualtrics, SurveyMonkey, or similar tools.
- Experience managing datasets and conducting quantitative and qualitative analysis.
- Proficiency with Microsoft Excel and Google Workspace required.
- Experience with Power BI, Tableau, GIS, SPSS, R, or other data visualization and statistical software preferred.
- Excellent written communication skills with the ability to develop reports for technical and non-technical audiences.
- Strong organizational and project management skills.
- Knowledge of public health, food systems, community engagement, or nonprofit evaluation strongly preferred.
- Familiarity with Newark communities and community-based research practices is preferred.

Success Factors

The successful candidate will demonstrate:

- Exceptional analytical and critical thinking skills.
- High attention to detail and data accuracy.
- Ability to translate complex data into compelling stories.
- Strong organizational and project management abilities.
- Excellent written and verbal communication skills.
- Commitment to evidence-based decision-making.
- Curiosity and continuous learning.
- Ability to work collaboratively across multidisciplinary teams.
- Professionalism, discretion, and confidentiality.
- Passion for advancing food security, nutrition equity, and community wellness through data-driven solutions.

Physical Demands

The physical demands and work environment described here are representative of those in which an employee encounters while performing the essential functions of this job.

This position is primarily office-based and requires prolonged periods of sitting, computer work, and frequent communication with internal and external partners.

Responsibilities also include:

- Primarily office-based work involving prolonged computer use and data analysis.
- Frequent communication with Coalition staff, community partners, schools, and stakeholders.
- Occasional travel throughout Newark to support surveys, focus groups, community meetings, and evaluation activities.
- Attendance at meetings, trainings, conferences, and community events.
- Occasional lifting and transporting of materials weighing up to 25 pounds.



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- Evening and weekend work as needed.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to distinguish colors.
- While performing the duties of this job, the employee is regularly required to talk, hear, stand, bend, and walk.

Additional Requirements

- This is a hybrid position located in Newark, New Jersey, requiring regular in-office collaboration and occasional field work.
- Candidates must possess a valid driver's license, reliable transportation, and access to a personal vehicle.
- Professional business casual attire is required.
- Candidates should be prepared to begin contributing immediately. While Greater Newark Conservancy provides orientation and opportunities for leadership development, this position requires a high degree of prior experience and independent judgment with limited training on day-to-day responsibilities.
- Candidates should possess strong independent work habits while collaborating effectively across multiple program areas.

Compensation & Benefits

This is a part-time position (20 hours per week) funded through a grant that currently supports the role through June 30, 2029.

The anticipated pay rate is \$28 per hour, commensurate with experience and qualifications. Part-time employees may be eligible for certain organizational benefits, including:

- Professional development and training opportunities
- Flexible scheduling
- Mileage reimbursement for approved business travel

To Apply: Send a resume *and* cover letter to Chesha Hodge at chesha@greaternewark.org. In the subject line of your email, indicate that you are applying for the *Research & Data Coordinator* position.