



About

Accelerating Circularity is a collaborative industry organization with a mission to divert textiles from landfill and incineration for textile-to-textile recycling. The goal is to develop models for circular supply systems that can be implemented in multiple geographies. We believe in truth, action and accountability.

Role: Program Analyst

Time commitment: Full- time, flexible schedule

Compensation: \$45,000-65,000 per year, based on experience

Job description:

The Program Analyst is responsible for the following tasks: establish and maintain fit-for-purpose data management protocols, policies, and systems; develop data collection tools; collect and analyze data on US System Trials, Europe System Trials, other ACP Programs, and overall organization KPIs. The ideal candidate will enjoy working with a range of research techniques to answer questions about the social, economic, and environmental performance of textile-to-textile circularity. This role is a full-time, remote position within a virtual organization. Successful candidates must be extremely reliable and able to work independently. This role may involve occasional travel.

Responsibilities:

Data management

- Develop data requests and data collection protocols for monitoring, evaluation, learning (MEL), and accountability for all Accelerating Circularity programs
- Enter, clean, and code data for analysis
- Develop codebooks, file specifications, and other resource documents
- Apply best practices in research data management
- Recommend and develop and/or deploy scalable, fit-for-purpose systems to store, analyze, and report data effectively, efficiently, and securely

Research and analysis

- Stay abreast of key issues in research methods, MEL, data management, and other relevant domains
- Collaborate with key internal and external stakeholders to establish appropriate research baselines and controls
- Develop interview questions and other research tools
- Conduct interviews, surveys, focus groups, and observations
- Develop, track, and interpret performance metrics
- Conduct quantitative and qualitative analysis

Use analysis to describe program outcomes and impacts and inform program strategy

- Create reports, dashboards and other types of data visualization for internal and external audiences

Relationship Management

- Provide technical assistance to program participants, as needed, to support creation of robust data that can be reported accurately



- Work closely with program participants and other project collaborators on all aspects of the project
- Manage relationships with external research collaborators to deliver high quality, publishable data from research projects
- Own and manage relationships with relevant software suppliers and support resources

Qualifications:

- Masters degree with coursework utilizing applied research in textiles, supply chain management, sustainability, design, life cycle analysis, impact assessment, monitoring and evaluation, or related fields; or
 - Bachelor's degree plus 2 years experience conducting applied research in these fields
- Experience in collecting and working with primary data
- Excellent data management and analysis skills using lean, fit-for-purpose tools
- Strong understanding of research methods in environmental, social, and economic impact assessment
- Ability to convey complex research findings to broader audiences, and to develop clear, visually-compelling reports for internal and external audiences
- Ability to establish and maintain excellent working relationships with colleagues and program participants
- Commitment to accuracy and attention to detail
- Background/experience in any of the following is a plus, but not a requirement:
 - Information technology
 - Tableau or other data visualization software
 - Airtable or other data management software
- Belief in and commitment to combating climate change
- Proficiency in Microsoft365 with advanced Excel skills
- Proficient in technical documentation
- Based in the US Eastern Time Zone.

To apply: Send your resume and cover letter detailing your interest and qualifications to jobs@acceleratingcircularity.org, ATTN: Karla Magruder, with the subject line "Program Analyst March 2022."

Candidates must be eligible to work in the United States without sponsorship.

Accelerating Circularity provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, marital status, caregiver status, or any other characteristic protected by federal, state or local laws.