Multiple Award Schedule (MAS)

Contract Number: GS-10F-050CA

Period Covered by Contract: January 26, 2020 through January 25, 2025

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Portland, OR  97204
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Fax: 503-224-0264
Internet Address: http://www.educationnorthwest.org
Contract Administration: Kimberly Kelly
E-Mail: Kimberly.Kelly@educationnorthwest.org

BUSINESS SIZE: Large Non-Profit Organization

DUNS NUMBER: 049793649

General Services Administration
Management Services Center Acquisition Division

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage®, a menu-driven database system. The INTERNET address GSA Advantage® is: GSAAdvantage.gov.
TABLE OF CONTENTS

About Education Northwest ........................................................................................................3

Special Item Number (SIN) Descriptions ..............................................................................4

Ordering Information ..............................................................................................................8

Authorized GSA Pricing .......................................................................................................11

Service Contract Act ............................................................................................................12

Labor Category Descriptions ..............................................................................................13
About Education Northwest

Education Northwest works to transform teaching and learning in the Pacific Northwest and across the nation. Our services to state and federal agencies, districts, schools, community-based organizations, and foundations include applied research and evaluation of new and existing programs; consulting and technical assistance in areas such as equity, systems improvement, and distance learning; widely acclaimed training and professional development; and strategic communications that maximize impact.

At Education Northwest, we are dedicated to and passionate about learning. Through our work, we strive to create vibrant environments in which all learners can succeed. Everything we do is evidence-based, giving us a solid foundation upon which we stand with confidence. We work with teachers, administrators, policymakers, and communities to identify needs, evaluate programs, and develop new solutions. Our work goes well beyond the K–12 education arena to include early childhood education, higher education, volunteer leadership and mentoring programs, and capacity building in businesses, public agencies, and nonprofit organizations.

Our role in the federal research, development, and dissemination infrastructure is established through our current operation of the U.S. Department of Education–sponsored Regional Educational Laboratory Northwest and Northwest Comprehensive Center, and our 35 years serving as the Region X Equity Assistance Center. We have played a direct role in the national effort to involve communities in educational improvement through our large-scale technical assistance work for the Corporation for National and Community Service.

Based in Portland, Oregon, Education Northwest has extensive experience in providing virtual technical assistance to sites throughout the world. For example, we provided assistance across four states in the Northwest, Hawaii, and the Pacific entities through the Region X Equity Assistance Center, supporting an area that covers 16.1 million square miles and nine time zones. We also provided virtual technical assistance to principals and teachers at U.S. military schools across the globe on behalf of the Department of Defense Education Activity.

Established in 1966, we conduct more than 200 technical assistance, research, and evaluation projects each year, producing an annual income of more than $20 million. Our 110-member staff includes a blend of researchers and practitioners who bring a range of technical capabilities and content expertise. The breadth of our work—from training to curriculum development, organizational capacity building to program evaluation—allows us to take a comprehensive view and bring wide-ranging expertise and creativity to our client’s challenges. Our approach is highly customized, and our staff members take great pride in working closely with customers in the field to design the right approach for each situation. Throughout our work, Education Northwest acts not only as a service provider, but also as a partner in learning. Our staff members respect and value the knowledge and skills of our partners and clients, seeking their contributions to the success of a joint learning and improvement enterprise in which all can grow in capacity and effectiveness.
Special Item Number (SIN) Descriptions

Professional Services, Business Administrative Services (541611)

Education Northwest has provided consultation, research, evaluation, and facilitation services for almost 50 years. We use evidence-based and practical tools, strategies, and guidance to support clients in planning, implementing, monitoring, evaluating, and sustaining initiatives and strategies in priority areas. We have the demonstrated capacity to differentiate the types of assistance we provide, based on client needs and interests, and we are able to deliver multiple services, projects, and deliverables with overlapping timelines.

Our consulting, facilitation, and assistance services help organizations and teams develop stronger internal structures and processes and increase their capacity to implement, support, scale up, and sustain programs. Our consulting services include helping participants establish routines and processes for analyzing and interpreting information; designing and conducting workshops; collaboratively creating customized tools to support clients’ work; developing materials; and providing ongoing analytic support to inform decision making.

To design our services, we engage clients in a systematic needs-assessment process. We review prior work; current goals, initiatives, and priorities; emerging priorities and trends; and demographic factors to collaboratively develop a work plan. This process includes continuous evaluation of our services to ensure that the work meets participants’ needs and that the activities and materials are accessible and useful.

We have developed an explicit change process based on research and field experience that targets key actions to build internal organizational systems and support implementation of significant initiatives. Some of the actions we work through include allocating resources, creating theories of action, using data to make decisions, defining and monitoring implementation fidelity, and using evaluation results. Our assistance is systemic, job embedded, research based, data driven, and focused on both inquiry and action.

We guide clients through repeated cycles of data- and evidence-driven change that move initiatives toward intended outcomes while simultaneously strengthening a variety of organizational conditions. We help teams develop a common language, set growth targets, and monitor their own performance, thus promoting sustainability.

Our research and evaluation studies and survey services are designed to provide both research evidence and models of the analytic process. We conduct studies to answer questions of practice; design and conduct descriptive studies; provide research syntheses and evidence summaries; and conduct rigorous evaluations of specific programs and policies. Our researchers have experience designing systems-level formative, developmental evaluations that measure the context and evolution of systems and initiatives as they are implemented, adapted,
and improved. They are also skilled at designing and conducting outcome evaluations that provide information about program effectiveness in meeting targeted outcomes.

In all our studies we engage our clients at each stage, from determining and refining questions to identifying data collection strategies to reporting and making meaning of the results. Throughout the process we model the appropriate methods for conducting each activity. For example, we provide our clients with technical assistance that builds their capacity to identify focused questions that lead to empirical and actionable answers. This includes helping them learn how to identify and match the most appropriate existing data sources to inform their questions and, when necessary, how to identify the best methods for gathering additional data. We design and execute data collection and analysis plans and provide results in accessible formats that are tailored for specific audiences.

We conduct studies using a range of designs and methods—descriptive studies that are based on existing datasets, predictive studies, studies of impact and implementation fidelity with methodologically rigorous designs, and systematic literature reviews. Our staff members bring expertise in a range of data collection strategies, including survey methods, interviews and focus groups, and document/content analysis. They are adept with qualitative and quantitative analysis methods, including descriptive statistics and techniques, hierarchical linear modeling, and logistic regression.

Education Northwest has developed strategies and tools for facilitating cooperation and communication among a variety of agencies and organizations, including fostering productive relationships among member organizations and establishing processes and tools for collaboration. We have successful experiences in the creation of networks and communities of practice, as well as facilitating face-to-face meetings and work sessions. We have recruited, convened, and facilitated multiple configurations of peer advisor groups, design teams, field/practice advisory groups, and technical working groups.

Our projects routinely require working with organizations at a distance and successfully negotiating competing organizational priorities and cultures to create high-quality products and services. Our staff members are skilled at developing plans that make the most of each contributing partner’s strengths, building consensus, and providing leadership to projects with multiple partners. We are experienced at supporting clients across large geographic distances. To support clients we use websites, video tools, online collaboration platforms (e.g., discussion boards, wikis), email, and phone calls to disseminate information, facilitate collaborative meetings, provide interactive resources, and offer consulting and assistance.
**Professional & Management Development Training (611430)**

Education Northwest combines research evidence and experience in the field to create training services that result in optimum outcomes for recipients. We design structured, high-quality training experiences grounded in principles of adult learning and supported by appropriate incorporation of technologies, resulting in training that achieves targeted outcomes, builds community among participants, provides personalized feedback, and is relevant, useful, and accessible to our diverse audiences.

We provide research-based learning for groups and organizations in a range of options, from customized workshops and job-embedded coaching to large-scale trainings and institutes. We plan, create, and execute innovative trainings and offer effective and ongoing networking opportunities for participants. Our services ensure consistent, high-quality service to the field, efficient management of activities, and effective working relationships with clients and participants.

We have leading experts in curriculum development, instructional design and delivery, and assessment and evaluation of training. We bring understanding of diverse audiences, their learning needs, and the range of possibilities and characteristics for providing training and effective and efficient formats. Our training methods are tailored to meet the needs of programs that represent unique cultures, varying program structures, diverse participants, and a range of contexts and settings (rural and urban, multi- and single-site programs, large and small organizations). We are adept at coordinating large-scale training events, including registering participants, engaging experts as presenters and facilitators, developing content and interactive activities, and conducting post-training evaluation.

As an educational research, development, training, and technical assistance organization, Education Northwest makes careful use of assessment data to create optimum learning experiences. Our training services are based on intensive needs-sensing processes to ensure that the content and delivery methods are relevant, useful, and accessible to our audiences. Our approach applies principles of adult learning along with strategies that have been carefully selected to achieve targeted outcomes and build community among participants.

A primary methodology we use to create high-quality learning experiences is rooted in the principle that learning is not a one-time event, but rather a continuous process. To meet learner needs at the right time with the right response, we apply a blended learning approach to our work. Blended learning combines in-person training with online synchronous and asynchronous activities such as courses, forums, webinars, and tutorials.

Our web-based training is grounded in a comprehensive set of strategies that incorporate the best evidence available on effectively engaging learners at a distance, including: 1) use of multimedia to engage varied learning styles and make content more accessible, 2) alignment with best practices in web and instructional design to make online interactions compelling, 3)
adaptation of training styles and methods to maximize the advantages and minimize the limitations of webinar software in delivering online workshops and technical assistance, and 4) incorporation of forums, journals, writeboards, live chat, and other social-learning tools and activities in online learning environments and webinars to foster reciprocal (peer-to-peer) learning.

Because blended learning can deploy a full range of training methodologies, we have staff with deep expertise in all aspects of adult education. We have experience developing and facilitating online communities of practice, instructor-led in-person training, and formal online courses. We have extensive online course development experience in a variety of platforms, including Moodle, Outstart Evolution, and HTML. We have created a full range of web-based products including webinars, learning websites, interactive e-learning modules (in Flash, Captivate, and Articulate), videos, podcasts, HTML pages, and downloadable documents (vistacampus.org). Our learning processes often deploy an ADDIE approach (Analyze, Design, Develop, Implement, and Evaluate). We also bring experience in Agile project development and 90-day rapid development cycles. Education Northwest has partnered with universities to award low-cost graduate and undergraduate academic course credit to participants in online courses, an effective incentive for participation.

Our demonstrated capabilities include the ability to respond rapidly and effectively to evolving policies, priorities, and client needs. The expertise of our core staff and our relationships with national experts in diverse subject areas enable us to quickly design and deliver engaging and effective web-based trainings. Our established project infrastructure enables us to respond quickly to client and field requests and to comply with performance measurement and reporting requirements.
Ordering Information

1a. **Awarded Special Item Number(s):**
    SIN 541611 - Professional Services, Business Administrative Services - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management

    SIN 611430 Professional & Management Development Training

1b. **Lowest priced model number and lowest unit price for that model for each SIN awarded in the contract:**
    See attached pricelist

1c. **A description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees who will perform services is provided below.**

2. **Maximum Order:**
    $1,000,000.00

3. **Minimum Order:**
    $100

4. **Geographic Coverage (delivery Area):**
    Domestic - 50 States, DC, US Territories. FOB Destination, Domestic only delivery, with the exact time to be specified on individual Delivery/Task Orders.

5. **Point of production (city, county, and state or foreign country):**
    Same as company address

6. **Discount from list prices or statement of net price:**
    Government net prices (discounts already deducted). See pricing below.

7. **Quantity discounts:**
    None

8. **Prompt payment terms:**
    None, Net 30 days

9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:**
    Yes
9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:
Yes

10. Foreign items (list items by country of origin):
None

11a. Time of Delivery (Contractor insert number of days):
Specified on individual Delivery/Task Orders

11b. Expedited Delivery.
Consult with contractor

11c. Overnight and 2-day delivery.
Consult with contractor

11d. Urgent Requirements.
Consult with contractor

12. F.O.B Points:
Destination

13a. Ordering Address:
Same as Contractor

13b. Ordering procedures:
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address:
Same as company address

15. Warranty provision:
None

16. Export Packing Charges (if applicable):
Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):
Accepted at all levels
18. Terms and conditions of rental, maintenance, and repair (if applicable):
   Not Applicable

19. Terms and conditions of installation (if applicable):
   Not Applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any
discounts from list prices (if applicable):
   Not Applicable

20a. Terms and conditions for any other services (if applicable):
   Not Applicable

21. List of service and distribution points (if applicable):
   Not Applicable

22. List of participating dealers (if applicable):
   Not Applicable

23. Preventive maintenance (if applicable):
   Not Applicable

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced
pollutants:
   Not Applicable

24b. If applicable, indicate that Section 508 compliance information is available on
Electronic and Information Technology (EIT) supplies and services and show where
full details can be found (e.g. contactor's website or other location.) The EIT standards
can be found at: www.Section508.gov/.
   Not Applicable

25. Data Universal Numbering System (DUNS) number:
   049793649

26. Notification regarding registration in System for Award Management (SAM.gov)
database:
   Registered Cage Code 3U751
### Education Northwest Authorized GSA Pricing

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The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).
Labor Category Descriptions

Substitution Policy:

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<th>Education Substitutions:</th>
<th>Experience Substitutions:</th>
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<td>Associate’s Degree = 2 years of experience</td>
<td>2 years of experience = Associate’s Degree</td>
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<tr>
<td>Bachelor’s Degree = 4 years of experience</td>
<td>4 years of experience = Bachelor’s Degree</td>
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<td>Master’s Degree = 6 years of experience</td>
<td>6 years of experience = Master’s Degree</td>
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<td>PhD = 12 years of experience</td>
<td>12 years of experience = PhD</td>
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Administrative Associate I
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of one (1) year or equivalent substitution.
Functional Responsibilities: Provides entry-level clerical administrative support specifically dedicated to the requirements of the project team, including light data-entry, word processing, meeting scheduling, copying, faxing.

Administrative Associate II
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of two (2) years or equivalent substitution.
Functional Responsibilities: Provides administrative support, requiring effective interpersonal and communication skills with program teams. Duties include: word processing, database maintenance, Excel spreadsheet development, travel arrangements. Possesses administrative assistant experience and experience with MS Word, Excel, PowerPoint, Internet

Management Associate
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of one (1) year or equivalent substitution.
Functional Responsibilities: Assists with budget and staffing analyses. Assists with computer support, or contract management. Requires organizational knowledge. Proficient in MS Office software. Provides expert counsel to Management teams in the areas of work management activities, financial management, human resources management, contract management and facilities management for one or more client engagements.
Sr. Management Associate
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of two (2) years or equivalent substitution.
Functional Responsibilities: Provides budget and staffing analyses. Provides formal team leadership to administrative support teams. Provides specialized skills in creative and/or technical writing, accounting, desktop publishing, computer support, or contract management. Proficient in MS Office software. Meets and confers with team members regarding the status of specific program activities as well as problems, issues, or conflicts requiring resolution. Organizes, directs, and coordinates the planning and execution of all program/support activities. Has demonstrated expertise and communications skills to be able to interface with all levels of management.

Sr. Management Advisor
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of six (6) years or equivalent substitution.
Functional Responsibilities: Provides advanced budgeting, staffing analyses and expenditure reporting for complex/large projects. Requires high level of industry and organizational knowledge. Proficient in MS Office software. Carries out a full range of facilitative, analytical and written tasks. Manages program/support operations involving multiple projects/task orders and personnel. Establishes and alters (as necessary) management structure to effectively direct program support activities. Develops organizational goals; identifies and compares alternative programmatic approaches to achieve goals. Recognizes internal and external trends, and adjusts client management strategies accordingly. Conducts client management reviews and recommend specific improvement strategies. Provides program and policy expertise at the highest levels of specialization and competence.

Management Advisor
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of six (6) years or equivalent substitution.
Functional Responsibilities: Provides comprehensive literature reviews and literature scans; consults on citations and reference listings that meet APA and NCEE style conventions; provides bibliographic reviews for research proposals, plans, and reports. Oversees and coordinates information operations and services, including databases, research and development centers, and other resources.

Editor
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of two (2) years or equivalent substitution.
Functional Responsibilities: Provides comprehensive literature reviews and literature scans; consults on citations and reference listings that meet APA and NCEE style conventions;
provides bibliographic reviews for research proposals, plans, and reports. Collaborates closely with both Authors, Instructors and Project Managers to ensure clarity and quality of final product. Edits various technical reports and related documentation. Reviews documentation created by technical writers and other content contributors to ensure conformance to editorial standards.

**Communications Associate II**

**Minimum Education:** Bachelor’s Degree or equivalent substitution.

**Minimum Experience:** Minimum of four (4) years or equivalent substitution.

**Functional Responsibilities:** Experienced communication associate, writer/editor; works collaboratively with program staff to develop research-based products. Conducts market research, supports the pre-publication review process, and edits collateral materials. Coordinates the writing, editing, design, and production of training and project materials. Assists company managers and corporate officers by providing a wide array of project and contract management support.

**Research Associate I**

**Minimum Education:** Bachelor’s Degree or equivalent substitution.

**Minimum Experience:** Minimum of two (2) years or equivalent substitution.

**Functional Responsibilities:** Provides assistance with research projects, including creating and managing databases, working with data sets, supporting research teams, and conducting data analysis. Uses collaborative and consultative approaches to resolve issues in relation to research. Works closely with assigned Project Managers, Instructors, and / or other researchers in ensuring that focus is maintained on problem solution and task completion.

**Project Manager**

**Minimum Education:** Bachelor’s Degree or equivalent substitution.

**Minimum Experience:** Minimum of six (6) years or equivalent substitution.

**Functional Responsibilities:** Manages projects within a business practice or technical service area, or manages multiple tasks. Assigns and coordinates staff, establishes and manages timelines, coordinates review and approval of work products. Responsible for the conceptual design and development of training curricula. Leads clients through streamlining, reengineering and transforming business processes. Assists organizations translate its vision and strategy into core business processes. The Project Manager is also responsible for maintaining appropriate communications with customer personnel and insuring that customer is completely satisfied with all aspects of the project.
Sr. Project Manager I
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of six (6) years or equivalent substitution.
Functional Responsibilities: Manages large or complex projects within a business practice or technical service area, or manages multiple tasks. Assigns and coordinates staff, establishes and manages timelines, coordinates review and approval of work products, and serves as primary project point-of-contact with the client. Determines objective measurement methods and performance indicators; develops evaluation instruments; develops strategies for implementation of analytical findings. Project Managers are responsible for managing all project staff and insuring that the staff completes all of their assigned tasks on time and correctly. Responsible for ensuring project completion.

Sr. Project Manager II
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of eight (8) years or equivalent substitution.
Functional Responsibilities: Responsible for project oversight; high-level client interaction; strategic planning; budget management; key leadership; staff management; resource development; and nonprofit, education research and/or training and technical assistance expertise. May perform duties as a subject matter expert in their own field of expertise. Analyzes program performance and operational results; evaluates data validity and reliability; examines implications of policy, legislative, or programmatic initiatives; and prepares reports. Responsible for maintaining appropriate communications with customer personnel and insuring that customer is completely satisfied with all aspects of the project.

Program Manager I
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of eight (8) years or equivalent substitution.
Functional Responsibilities: Directs programs, research, training and/or technical assistance, and policies. Responsible for budget management, staff management, resource development, and education research and nonprofit content expertise. Possesses knowledge of research and evaluation methods, adult learning methodologies and/or technical assistance and training and federal and state policies affecting education, nonprofit, and community service programs. May perform duties as a subject matter expert in own field of expertise.

Program Manager II
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of ten (10) years or equivalent substitution.
Functional Responsibilities: Directs programs, provides leadership for strategic planning, research, training and/or technical assistance, and policies. Responsible for budget management, staff management, resource development, and education research and nonprofit
content expertise. Possesses advanced knowledge of research and evaluation methods, adult learning methodologies and/or technical assistance and training and federal and state policies affecting education, nonprofit, and community service programs. May perform duties as a subject matter expert in own field of expertise.

**Sr. Project Director I**

**Minimum Education:** Bachelor’s Degree or equivalent substitution.

**Minimum Experience:** Minimum of twelve (12) years or equivalent substitution.

**Functional Responsibilities:** A recognized expert in a technical area or in an area of subject matter expertise. Provides leadership for strategic planning, development, and policies in broad technical area or business practice. Provides management or technical guidance, assigning staff, and reviewing and approving work products. Key contact with local, state, and federal policy makers and practitioners. Develops significant, high-impact work focused on nonprofit, education research, training and/or technical assistance.

**Evaluation Advisor**

**Minimum Education:** Bachelor’s Degree or equivalent substitution.

**Minimum Experience:** Minimum of two (2) years or equivalent substitution.

**Functional Responsibilities:** Responsible for research aimed at improving education. Collects data using surveys, interviews, focus groups, and observations. Conducts quantitative and qualitative data analysis. Demonstrates content knowledge and expertise in fields such as science, teacher professional development, child development, assessment, or mathematics. Manages databases and longitudinal data sets. Supervises and manages project activities, prepares written reports, works in collaboration with program team members in developing and writing research proposals.

**Sr. Program Advisor I**

**Minimum Education:** Bachelor’s Degree or equivalent substitution.

**Minimum Experience:** Minimum of four (4) years or equivalent substitution.

**Functional Responsibilities:** A recognized expert in a technical area or in an area of subject matter expertise. Develops significant content and/or supplies significant technical capability. Contributes to the development of programs and the implementation of solutions to meet the customer needs. Develops strategies and guidelines to ensure contractual objectives and obligations are fulfilled. Develops and assists in making client presentations.
Sr. Education T&TA Advisor I
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of two (2) years or equivalent substitution.
Functional Responsibilities: Assists in design, pilot test, implementation, and assessment of training curricula and procedures. Develops and assists in making customer presentations.

Sr. Education T&TA Advisor II
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of four (4) years or equivalent substitution.
Functional Responsibilities: Collaborates in developing education or project related modules used in professional development. Supports project teams in refining training and technical assistance products that serve education clients including culturally diverse student populations.

Sr. Education T&TA Advisor III
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of six (6) years or equivalent substitution.
Functional Responsibilities: Effectively manages development and implementation of training and technical assistance. Designs professional development programs that promote educational success for diverse student populations. Represents Education Northwest’s work in public forums, such as national, state, and regional conferences.

Sr. Evaluation Advisor
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of two (2) years or equivalent substitution.
Functional Responsibilities: Provides technical support related to research methodology. Works closely with client and project teams to develop research plans. Leads applied research/evaluation projects through all phases, including study design, instrumentation, data collection, analysis, and reporting. Drafts research proposals and estimates project costs. Contributes to questionnaire content and design. Provides methodical input in data analysis and interpretation. Designs practical tools such as data displays, summaries, and indicator reports. Develops research reports for dissemination. Presents key research/evaluation findings to external audiences. Oversees data quality evaluation.

Sr. Research Advisor I
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of two (2) years or equivalent substitution.
Functional Responsibilities: Education research professional with specialized content expertise. Implements strategy, leads large-scale projects, involved in business and product
development. Implements system improvements and provides value-added services to high-level clients.

**Sr. Research Advisor II**

*Minimum Education:* Bachelor’s Degree or equivalent substitution.

*Minimum Experience:* Minimum of four (4) years or equivalent substitution.

*Functional Responsibilities:* Education research professional with specialized content expertise. Analyzes state and local datasets to examine educational issues. Designs and implements scientifically rigorous research. Conducts statistical analyses using procedures such as multilevel modeling, exploratory and confirmatory factor analysis, classical regression techniques, structural equation modeling, and survival analysis. Possesses expertise in conducting quantitative and qualitative research and an ability to work with statistical software. Has knowledge of education policy and issues.

**Sr. Research Advisor III**

*Minimum Education:* Bachelor’s Degree or equivalent substitution.

*Minimum Experience:* Minimum of six (6) years or equivalent substitution.

*Functional Responsibilities:* Education research professional with specialized content expertise. Effectively manages program projects, develops and implements research findings, and conducts professional development & trainings. Synthesizes educational research and collaborates on curriculum/product development.

**T&TA Associate I**

*Minimum Education:* Bachelor’s Degree or equivalent substitution.

*Minimum Experience:* Minimum of one (1) year or equivalent substitution.

*Functional Responsibilities:* Supports the design and delivery of training and technical assistance. Assists with the designing of the technical materials adhering to corporate documentation guidelines and standards and the needs of the customer.

**T&TA Associate II**

*Minimum Education:* Bachelor’s Degree or equivalent substitution.

*Minimum Experience:* Minimum of two (2) years or equivalent substitution.

*Functional Responsibilities:* Provides advanced support for the design and delivery of training and technical assistance. Designs and develops technical materials adhering to corporate documentation guidelines and standards and the needs of the customer.
Sr. T&TA Advisor I
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of two (2) years or equivalent substitution.
Functional Responsibilities: Supports the development of more advanced training and technical assistance tools and products. Works with project teams to assess training needs, design training tools, and provide training, both in-person and virtual. Collaborates on content research, design and maintenance of courses.

Sr. T&TA Advisor II
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of four (4) years or equivalent substitution.
Functional Responsibilities: Develops training and technical assistance tools and products for primarily nonprofit and education clients. Supports project teams to assess training needs, design training tools, and provide training, both in-person and virtual. Conducts research to ensure content is thorough, relevant, accurate, and current. Designs, edits, and maintains tutorials, courses, and other curricula for training/learning sessions.

Sr. T&TA Advisor III
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of six (6) years or equivalent substitution.
Functional Responsibilities: Effectively manages development and implementation of training and technical assistance efforts, both in-person and virtual, including convenings and communities of practice. Represents Education Northwest’s work in public forums, such as national, state, and regional conferences.

E-Learning Strategist
Minimum Education: Bachelor’s Degree or equivalent substitution.
Minimum Experience: Minimum of six (6) years or equivalent substitution.
Functional Responsibilities: Effectively manages teams to design creative online/virtual learning experiences. Responsible for business and product development. Represents Education Northwest’s work in public forums, such as national, state, and regional conferences.

Multimedia Developer
Minimum Education: Associate’s Degree or equivalent substitution.
Minimum Experience: Minimum of six (6) years or equivalent substitution.
Functional Responsibilities: Designs and develops interactive multimedia applications, including creation of graphics and animation, as well as programming. Provides E-Learning solutions, digital production, and graphical presentations. Provides classroom presentation and facilitation of technology solutions and other products as needed. Provides reports, charts,
reference material, training modules, courseware and multimedia presentations and demonstrations at the customer’s request.

**Web Developer**
**Minimum Education:** Associate’s Degree or equivalent substitution.
**Minimum Experience:** Minimum of six (6) years or equivalent substitution.
**Functional Responsibilities:** Develops online/virtual applications, web pages, courses, and sites. Creates special effects, animation, or other visual images using digital and technology tools for use in training aids. Works with clients on concept, design, and draft review of all web needs including content, databases, and graphics for training courses.

**Instructional Designer**
**Minimum Education:** Bachelor’s Degree or equivalent substitution.
**Minimum Experience:** Minimum of four (4) years or equivalent substitution.
**Functional Responsibilities:** Designs creative online/virtual learning experiences for primarily nonprofit and education clients. Collaborates with subject matter experts, content developers and technical designers to create powerful, engaging learning in a variety of formats; converts technical information into user-friendly instructional and communication materials.