Our company is growing rapidly and is looking to fill the role of education analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for education analyst

- Collaborate in the Division's Communication Strategy, coordinating the Division's communications activities to enhance the visibility of its applied research and operations
- Support education specialists in use of IDB tools for identification, analysis, design, negotiation, administration, and oversight of lending operations and technical cooperations
- Uses Bank systems and tools to generate data and produce documents/reports
- Travel up to 30% per month, delivering education to the field for agency office training and classroom education
- Work within a global team, spanning various time zones
- Responsible for managing the Education Portal(s) hosted on Salesforce.com
- Provide support to the research team coordinating and implement logistical arrangements for project activities and events, including scheduling site visits for data collection purposes and setting up and coordinating meetings, conference calls, webinars, and video conferences
- Assist in conducting phone calls, emails, and in-person visits, to schools for the purposes of data collection and support for the implementation of research studies
- Contacts and schedules internal and external lecturers, vendors, for specialized training while maintaining the vendor relationship
- Implements change throughout the system as a result of the design and implementation of programs

- Bachelor's with at least 1-year of experience (or master's degree) in education, sociology, public policy, statistics, demography, or related field and experience with qualitative and quantitative research methods in school or work
- Identify and anticipate learning needs and recommend appropriate references
- Build timelines for training program development
- Lead course development with input from SMEs
- Create content for learning programs that is informative, accurate, consistent, creative, and retained
- Demonstrated problem-solving skills and analytical abilities with a focus on developing practical solutions