COMMON MISSION
P R O J E C T

QA/QC Analyst
Education Programs
Common Mission Project

About the Role
The Common Mission Project Analyst is responsible for facilitating the daily operations of our university programs to continue to operate and scale and deliver new university programs.

In this role you will help scale our organization's impact by building data collection tools from scratch, collecting and analyzing quantitative and qualitative data, identifying useful trends, and building reports.

This role will also work closely with our partner, BMNT, supporting the Hacking for Defense® (H4D) and other university programs.

About Common Mission Project.

Common Mission Project supports mission-driven entrepreneurs by leading mission-driven entrepreneurship academic programs, training and supporting educators and student teams, and convening the mission-driven entrepreneurship community. Our programs focus on security, sustainability, and prosperity.

About the Educate Program.
Common Mission Project educates Mission-Driven Entrepreneurs through our national security, sustainability, and prosperity university programs. Taught at approximately 37 universities across the United States, our mission-driven entrepreneurship university programs — including Hacking for Defense® (H4D), Hacking for Homeland Security, Hacking for Local, Hacking for Oceans, and Hacking for Diplomacy — are based on the core principles of the Lean LaunchPad.

Ideal Attributes:

- Familiar with H4 classroom, stronghold on H4/Lean LaunchPad methodology and pedagogy or the motivated to gaining one quickly
- Detail-oriented and comfortable collecting data objectively and formulating recommendations for action based on that data
- Strong writer and analyst, has the capacity to write succinctly and effectively without many copy edits, can write within existing report templates or create them as needed
- Team player who can work closely with other analysts to identify trends, communicate findings through reporting, and suggest future courses of action.
- Comfortable sitting in and observing university and graduate level classes, objectively collecting information, and conducting professional development conversations with professors
- Flexible, adaptable, and able to deal with the ambiguity of working with a Lean Startup

Key Responsibilities

The Analyst is responsible for the operations of our university education programs. Primary duties and responsibilities include:

- Track and analyze progress and evaluate program delivery.
- Coordinate with university teaching teams to deliver requested materials and resources.
- Support the launch of new mission-driven entrepreneurship university programs.
- Maintain professional and effective relationships with university teaching teams, partners, and clients to maintain the highest quality of the program.
- Executing data collection across the national security entrepreneurship programs.
- Prepare surveys and assessment tools to evaluate the performance of the program against the program sponsor objectives.
- Observe and analyze university needs and demand signals to iterate on and improve the national security entrepreneurship programs.
- Enhance the curriculum, content, tools, and community for existing and new universities under the supervision of the National Security Programs Manager and the Director of Programs.
- Execute Educator Courses for our university programs.
- Support event logistics and reporting.
- Assist with the development of program marketing collateral.
- Assist with maintaining website content for CMP national security education programs.

Requirements

Education
- Minimum of a Bachelor's Degree is required.

Work Experience
- Experience in a startup, or the startup community, preferred.
- Excellent written and verbal communication skills required.
- Proof of interaction directly with customers to achieve customer satisfaction.
- Strong analytical and writing skills.

Location
DC Metro Area

Details
Employment Type: Full time
Benefits: Medical, vision, and dental package

Other information:
Interested candidates should email a cover letter and resume with "Analyst" as the subject line to info@commonmission.us.