

Measurement Systems Coordinator Job Description

Release Date: October 10, 2021

General Description: This post offers challenging work at the forefront of sustainability assessment in the field of agriculture. The Coordinator manages interesting and innovative research on the sustainability of food and agriculture systems. The work features a balanced approach to evolving COSA's indicator and measurement work that combines economic, social, and environmental dimensions. This approach is designed as practical applied science that is accessible to companies, policymakers, and producers in order to facilitate smarter sustainability choices.

The Measurement Systems Coordinator performs a valuable function in the development of the tools used by partners and clients in both the public and private sectors that improve learning and collective impact to accelerate the understanding of sustainability in global farming systems. Success in this role requires the navigation of tasks that range from advising clients on indicator selection and sustainability framework development, benchmarking indicators to global norms and standards, coordinating the operationalization of measurement systems in the field (which could include local partner training, survey development, analysis and reporting, etc.), ensuring integration of COSA content with our current suite of technology tools, and continual upkeep and improvements to COSA's global indicator library to ensure they are current and reflect best practice. The role requires an exceptionally detail-oriented and organized individual with excellent relational skills for managing input and contributions from others.

General objectives: The coordinator will provide support in developing and deploying measurement frameworks and assessment tools for specific client projects, as well as the organization and continuous improvement of the COSA indicators, metrics and surveys, in close coordination with the Director of Measurement Systems.

Activities & Deliverables

Specifically, support will include, but is not limited to, the following activities:

1. **Continuous improvement of Indicators:** Refine, continuously improve, and build on the COSA indicators for understanding sustainability in agriculture systems. This is an ongoing, iterative process of reviewing and updating the description, documentation, presentation, and training tools on the COSA indicators. It requires seeking and incorporating input from others, drawing actively from internal knowledge acquired from ongoing surveying and field experiences. The Coordinator also actively engages with thought leaders and external partners from peer organizations to collaboratively develop new Indicators and to improve current COSA indicators for the common good.
2. **Strategic Measurement Framework development with Clients**
 - a. Assist the Director of Measurement Systems in the development of client sustainability measurement frameworks to drive better management decisions, to facilitate easier reporting and to ensure consistency with international norms and standards

- b. Conduct benchmarking and background research on relevant sustainability initiatives and standards to meet stakeholder needs
 - c. Help clients and partners to understand, integrate, and use COSA indicators and systems. This includes engaging with and understanding client feedback and suggestions, as part of the iterative indicator development process (includes a review of non-COSA indicators, assessment tools, and their calculations), so that partners and clients can develop and refine their own systems based on our work. A positive consultative approach is required at all times and careful attention to the goals and capacity of each partner will inform all the work.
- 3. Deploying M&E Systems with Clients**
- a. Support metric and survey development for specific client projects (using COSA data collection technology tools)
 - b. Support continued development of methodological guidelines for administering measurement systems in the field (training, sampling strategy, data quality assurance, gathering contextual information, etc.)
 - c. Participate in the learning from data quality control processes and survey reviews to help ensure that lessons are incorporated into the COSA Indicator and survey systems. Manage a process of systems review as needed (e.g., annually) so that COSA work can continuously improve its ability and methods to measure sustainability.
- 4. Integration of COSA indicator content with technology systems.** The coordinator will play a key role in ensuring the integration of client-specific indicators, metrics, and survey data with COSA's evolving suite of database, analytical and reporting tools (i.e., dashboards)

Desired skills and experience

1. Previous experience with and a good understanding of agricultural value chains, e.g., coffee, cocoa, tea, cotton, etc.
2. Technical skills and aptitude: data collection software, basic statistical analysis, reporting; proficiency with basic software for data gathering, storage, analysis and reporting
3. Highly detail oriented; checking your work for consistency, errors, etc.
4. Ability to step back and see the big picture, i.e., the role of this work in the larger corporate perspective
5. Solid understanding of the data flow from data collection, storage, and security to cleaning, analysis, and visualization.
6. Able to write clearly and with top-notch English grammar.

About this position: This is a full-time, remote position. Coordinator's work hours must align substantially with COSA's standard hours which are 9 am to 5 pm Eastern USA time.

Salary: Commensurate with experience.

To Apply: Send Resume/C.V, and Cover Letter, to: Careers@thecosa.org.