



**An Invitation to Apply for the Position of  
Field Specialist: Mindful Awareness Practices  
Collaborative for Academic, Social, and Emotional Learning (CASEL)  
Chicago, Illinois  
Posting Date: November 2016**

**Organizational Summary:**

The Collaborative for Academic, Social, and Emotional Learning (CASEL), a nonprofit organization based in Chicago, is dedicated to advancing the science and practice of school-based social and emotional learning (SEL). CASEL's mission is to make social and emotional learning an integral part of education from preschool through high school. CASEL is now poised to dramatically expand its efforts and its organization with committed and growing philanthropic funding and a new strategic plan.

CASEL has a long history as a national collaborative, and is in a period of growth. The staff supports the increased activities of the Board of Directors and various national working and advisory groups, manages research projects, provides training and technical assistance, develops new tools and methods for SEL implementation, and disseminates information from the field. The current work environment is fluid and fast-moving. For more information about our work, please visit: [www.case.org](http://www.case.org).

**Position Description and Responsibilities:**

Under the supervision of the Senior Scientist, CASEL is seeking a Field Specialist who will be tasked with researching, documenting, communicating about and helping to advance critical areas within the broad field social and emotional development. The position will be part of CASEL's research team and maintain an initial two-year focus on Mindful Awareness Practices (MAP). Four key priorities are anticipated:

- Understanding, enhancing, and promoting the relationship between SEL and MAP.
- Supporting communications and outreach with the MAP community.
- Supporting [CASEL's Program Reviews](#) of evidence-based programs (in SEL and MAP), identifying best practices, and collaborating to take projects to scale.
- Supporting the senior scientist in executing a variety of writing tasks related to CASEL's Know How Network to support communications (about SEL and MAP) with a broad array of audiences.

Specific tasks related to each of these priorities are described below:

1. With supervision of the senior scientist, plan and execute a variety of tasks related to CASEL's work in MAP:
  - Support an ongoing, systematic review of the literature on school-based approaches to SEL and MAP
  - Support CASEL's national advisory board on MAP. Organize and conduct periodic

- conference calls, meetings, and interviews with experts. Assist with development of strategies to identify and disseminate best practices in school-based MAP
- Work with the senior scientist and advisors to develop the most effective terminology and definitions for strategic communications with school audiences about MAP in schools
  - Collaborate with the senior scientist, MAPs team, and national advisors to develop reports, briefs, proposals and presentations to share findings of this work
2. Support communications and outreach with the MAP community
    - Attend national meetings (2-3/year)
    - Visit academic centers of excellence
    - Maintain communications with researchers, practitioners, and funders
    - Ensure MAP efforts are included in CASEL-wide communications and outreach, as appropriate
  3. With supervision, plan and execute a variety of tasks related to CASEL's program reviews:
    - Help the senior scientist develop, refine, and improve program review tools that include a focus on MAP
    - Support tasks of CASEL's program review to ensure that we are reviewing SEL and MAP programs in meaningful ways
    - Explore and support the development of a program review of adult SEL, which has focused primarily on teacher self-care and mindfulness
    - Help the senior scientist train and support program reviewers
    - Help the senior scientist develop briefs, reports, proposals and/or presentations on findings from CASEL's program reviews
  4. Know How Network and Strategic Communications
    - Assist the senior scientist in reviewing CASEL webpages and other communications
    - Assist the senior scientist in developing content for messaging and strategic communications

**Qualifications:**

- Masters or Doctoral degree in Psychology, Education, or related field.
- Experience and background in MAP.
- A minimum of two years graduate experience with projects related to the social behavioral sciences or education.
- Experience in project coordination is required, as are good teamwork and organizational, communication, and strong interpersonal skills.
- Experience with leveraging digital tools and emerging technology to maximize productivity and efficient communication is strongly preferred.
- In-depth knowledge of word processing, spreadsheets and some experience with data management are required.
- Knowledge of the fields of MAP and SEL are important.

**Compensation**

CASEL seeks to maintain compensation packages competitive within the nonprofit and education sectors, commensurate with experience.

**To Apply**

Please email a **resume and thoughtful cover letter** outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to [careers@casel.org](mailto:careers@casel.org). Please include the position title in the subject line of your email message. We regret that we will not be able to respond to phone inquiries about this position.

*The Collaborative for Academic, Social, and Emotional Learning is an equal opportunity employer. CASEL evaluates applicants for employment on the basis of qualifications, merit and work-related criteria without regard to race, color, religion, gender, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, medical condition, marital status or any other characteristic protected by law. CASEL employs and values a diverse work environment.*