

## Independent Research Consultant Scope of Services

### Design sector-based career pathways

- Analyze labor market trends, including high-demand, high-paying industry sectors and employers that align with the disciplines and majors of Boston Bridge and Tuition-Free Community College students
- Design a pipeline of career pathway jobs (including internships) that align with the disciplines and majors in the Boston Bridge pathway
- Research policies and programs to develop and align workforce, education, and support systems for post-secondary enrollment and completion

### Convening/facilitating

- Act as a liaison between state and city to ensure all parties are operating to achieve the same outcomes under the Boston Bridge, providing strategic direction for collaboration, including development of a comprehensive work plan to streamline work between the two entities
- Convene key stakeholders from government, non-profit partners, schools, philanthropy, key constituents, and key partners to advance the purpose and objectives of post-secondary enrollment and completion
- Establish, cultivate, and maintain effective working relationships with city and state

### Evaluation/Data Analysis

- Develop a data sharing agreement in order to access relevant data from the state and post-secondary institutions necessary for future analyses
- Provide data analysis, monitoring semester-by-semester progress for students, and develop and implement a plan of action in partnership with Success Boston coaches, OWD, and state to ensure students stays on track to finish
- Support development of data tracking system
- Assist in preparing reports and memos

### Development of process/policy

- Work with key state and city departments to identify appropriate back-end payment and tracking systems that are already in place to ensure timely tracking and disbursements of funds
- Identify process improvement needs and test and recommend policies and procedures to improve programs' operations, including consolidating some administrative functions
- Articulate and cost-out HiSET/GED/METCO pathway to TFCC and Boston Bridge, including identifying appropriate eligibility requirements

Other duties as assigned

*\*This consultant position is grant-funded for two years.*

**To apply: Please email resume and cover letter to [cindy.chow@boston.gov](mailto:cindy.chow@boston.gov).**