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| Position Title: | Evaluation Program Coordinator |
| Supervisory Responsibilities: | No |
| Budget Responsibilities: | No |
| Reports To: | Evaluation and Quality Control Director |
| FLSA Classification: | Exempt |
| Date: | January 2024 |

POSITION SUMMARY:

Within the Evaluation Department, the Program Coordinator works with Identity Program Managers to coordinate and participate in research and evaluation projects related to Identity programs and services aimed at helping young people and families, primarily to manage trauma's tremendous mental health impacts with non-clinical trauma-informed and culturally informed strategies.

Responsibilities include but are not limited to overseeing and managing the evaluation of the Encuentros program and facilitating and coordinating communication and collaboration between Identity's internal evaluation and program staff and external research and evaluation partners.

PRIMARY RESPONSIBILITIES:

1. Collaborate with Identity's internal evaluation Department and external research and evaluation partners to define the scope and objectives of impact evaluations. Develop evaluation plans, methodologies, and data collection strategies.
2. Oversee data collection activities, including surveys, interviews, focus groups, and quantitative data. Ensure data quality and accuracy.
3. Prepare clear and concise evaluation reports highlighting key findings and insights. Communicate results to stakeholders through written reports and presentations.
4. Documents evaluation processes and procedures.
5. Manages administrative aspects of the work and collaborates with Identity Program Managers as needed.
6. Maintains organized and updated physical and electronic files. Adheres to all federal, state, and local client document confidentiality requirements.
7. Train and mentor staff involved in data collection and analysis. Build the capacity of the organization in impact evaluation.
8. Ensure that evaluations are conducted with integrity and adhere to ethical research standards. Protect the privacy and confidentiality of data and participants.
9. Participates with focus and professionalism at required training, presentations, and meetings.
10. Supports Identity's mission and values. Continually look for ways to improve the organization and work in alignment with Identity's strategic goals. Bring the best self to the workplace and share ideas and suggestions.

SECONDARY RESPONSIBILITIES:

1. Participate in the organization's advocacy activities.
2. Supports other Identity evaluation projects as needed.
3. Performs other duties as assigned, required, or needed.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree required.
- Minimum of two years of work experience, preferably in impact evaluation or program assessment.
- Experience with research projects and data analysis.
- Related experience in coordination of research projects with multiple stakeholders.
- Must be able to pass a federal criminal background check and a Child Protective Services background check.

SKILLS AND ABILITIES:

- Bilingual English/Spanish required.
- Exceptional organizational and problem-solving skills.
- Exceptional oral and written communication skills.
- Exceptional teamwork skills as a leader and as a participant.
- Exceptional interpersonal skills.
- Proficient in Microsoft Office, including Excel and video conferencing.
- Familiarity and comfort with database management; experience with ETO is preferable.
- Experience with the basics of data analytic programs such as SPSS or STATA.
- Strong interest in the research process and applied program evaluation.
- Strong interest in Identity's mission and community-based trauma-informed care.

WORK ENVIRONMENT:

- Until further notice, must be able to work remotely.
- Must be able to work a flexible schedule, including, on occasion, evenings.
- Must be able to sit for prolonged periods.
- Requires travel between sites. According to Identity's policies and procedures, a valid driver's license with an acceptable driving record is required.
- Semi-private office or open work area; easily interrupted by external noise; and controlled air temperature.
- Continuous sitting for more than two consecutive hours in an 8-hour day interspersed with mobility.
- Keyboard use of greater or equal to 50% of the workday.
- The ability to lift and move up to 10 lbs.