

POSITION DESCRIPTION

Position Title:	Evaluation Specialist
Classification:	Non-Exempt
Department:	Capacity Building Division
Supervisor:	Evaluation Manager, Capacity Building Division

General Function: The successful candidate should be able to collect, clean and analyze qualitative and quantitative data.

Responsibilities include but are not limited to: data entry, data cleaning, database development, data management, performance measurement plan checks, quality assurance checks on office tools and protocols, transcription, qualitative data analyses and write-up of brief reports based on findings for all technical assistance episodes and trainings. S/he assists in the development of progress reports and webinars. The person develops databases to monitor that the work is consistent with grant goals and objectives in the delivery of capacity building assistance to community based organizations.

The ideal candidate should have an interest in documenting program performance and evaluation utilization. Have an interest in community-based monitoring and evaluation with emphasis on: formative evaluation, data analytics, and surveying and follow-up data collection. The person should also have an interest in data visualization.

Responsibilities: Perform follow-up qualitative data collection, flexibility in addressing new forms of data collection; also quantitative data entry, data cleaning, database development and general data management including reporting and visualization.

Assist in the design and development of organizational and community level assessments and measurement tools and protocols.

Assist in the monitoring and evaluating of capacity building assistance activities delivered nationally, and in regional and local sites, with small and large data.

Work with Evaluation Manager, or designated external evaluators, to tailor and analyze evidenced-based intervention evaluations from national, regional or local trainings.

Work with Capacity Building staff to process and analyze data and conduct follow-up based on work plan.

Assist in the development of progress reports and other reports and ensure that monitoring occurs consistently with grant goals and objectives.

Other duties as assigned.

Direct Program

Assignments:

- a. Conduct follow-up interviews, qualitative data collection, focus groups and key informant interviews;
- b. Collect and enter process and outcome data;
- c. Provide assistance in documenting program strengths and weaknesses;
- d. Utilize tracking system data on a regular basis to assist in conducting analysis and developing reports;
- e. Work in on interdisciplinary teams, at times with external partners or consultants, to produce and administer outcome monitoring data tools and databases;
- f. Assist in the preparation of monthly status and funder reports as required;
- g. Assist in sharing results through progress reports and in the development of “lessons learned” reports as well as assist in disseminating information widely;
- h. Assist in the preparation of documents or publications such as white papers, concept papers and journal articles for wider distribution of findings;
- i. Be available to work on reports, grant announcements, curricula development and other items;
- j. Work collaboratively with other capacity building assistance (CBA) staff;
- k. Develop data visualizations or easy to understand analytics to inform the general public.

Qualifications:

Bachelor’s degree or higher in evaluation, health, human services, social or behavioral sciences. Strong knowledge of MS Office Suite; knowledge of quantitative and qualitative management techniques, and database software, SPSS preferred. Ability to enter data and transcribe data; ability to work independently as well as part of a team in a diverse, dynamic and collaborative environment. Comfortable in evaluating diverse populations; Ability to demonstrate flexibility and openness to new tasks and manage multiple program activities simultaneously. Strong computer, written and oral communication skills.

To apply, please place a cover letter explaining why you are interested in working at NMAC, your qualitative evaluation experience and what you offer together with your resume, and send through this portal: <https://home.eease.adp.com/recruit/?id=8978421>.