



JOB TITLE: Evaluation Associate

SALARY RANGE: \$50,000-55,000/year

TIME/CLASSIFICATION/LOCATION: Full-time/Exempt/Remote (home-based)

REPORTS TO: Director of Evaluation

TENTATIVE START DATE: June 1st, 2021

APPLICATIONS DUE BY: April 26th, 2021 5:00 pm EST

Job Summary

Prevent Child Abuse North Carolina's (PCANC) ensures that child maltreatment prevention is a priority for North Carolina and that all communities have the knowledge, support, and resources to prevent child abuse and neglect. Our agency's vision is that all children grow up in safe, stable, nurturing families and communities.

The Evaluation Associate assists with PCANC's evaluation and data management processes—supporting the development and maintenance of PCANC's monitoring and evaluation plan(s), assessments, measurement tools, and reports. This position is also responsible for the management of PCANC's data systems. Additionally, the position will assist in engaging with Triple P agencies receiving implementation support to coordinate and promote the use of data for successful program evaluation.

PCANC is very interested in receiving applications from a diverse pool of applicants.

Primary Responsibilities/Accountabilities

Assist with the development of evaluation plans and data collection measures

- Support the development of project evaluation plans, logic models, and theory of change documents
- Design and develop forms, questionnaires, and other data collection tools

Manage the administration and reporting of evaluation measures

- Ensure timely distribution
- Track response rates and send follow-up reminders as needed
- Assist in the development of report templates
- Conduct descriptive data analyses
- Create and distribute evaluation reports in user-friendly formats
- Develop evaluation guidance documents and guidance tools
- Collaborate with the Evaluation Director to develop and execute trainings on data and evaluation systems
- Support the design and development of monitoring tools and dashboards in Tableau, Excel, etc.
- Support grant reporting

Manage project data and database systems

- Ensure timely and accurate data entry across multiple departments and projects
- Assist in the development of data entry guidance documents
- Provide ongoing technical assistance to PCANC staff on data entry
- Maintain PCANC's databases
- Download, transform, and clean PCANC's project data

Collaborate on research and formative evaluation activities

- Collaborate with team to conduct literature reviews
- Develop and update annotated bibliographies
- Conduct actor mapping, system mapping, environmental scans, and other research to inform project direction and decision making
- Support qualitative data collection and analysis

Data Coaching

- Support external agencies' collection and use of data
- Develop data webinars, guides, and videos to support data collection and submission
- Provide one-on-one coaching to support evaluation processes
- Guide the analysis and reporting on program data

Other tasks

- Participate in team meetings, monthly staff meetings, supervision, and agency-wide activities
- All other responsibilities as they arise or are assigned

Staff Competencies/Qualities

DATA/EVALUATION SKILLS:

- Ability to collect and manage data
- Ability to visualize and present data for dissemination
- Proficient in relevant software, such as Excel, Access, Tableau (or other visualization and analysis software)
- Ability to pick up on new techniques and software platforms quickly

ORGANIZATIONAL SKILLS:

- Ability to proactively develop and track timelines to support data collection activities
- Project management skills

COMMUNICATION/ENGAGEMENT SKILLS:

- Ability to work collaboratively and respectfully with people of diverse data experiences
- Ability to make data more accessible by translating numbers into meaningful, digestible information

FLEXIBILITY/ADAPTABILITY:

- Flexibility and comfort with managing unplanned situations
- Ability to receive and integrate feedback

Hiring Requirements/Preferences

- Master's Degree in related field or Bachelor's Degree in related field with 3+ years of evaluation experience
- Experience in program evaluation and database management
- Experience evaluating communications work
- Commitment to equity
- Proficient in use of Microsoft Excel, Access, Tableau, Word, and PowerPoint; and well versed in software to support data collection, analysis, and reporting
- In-person agency staff meetings in Raleigh/Durham may be required periodically