

Job Title: Evaluation Associate

Reports to: Evaluation Director

Summary

The Evaluation Associate supports PCANC's evaluation and data management processes by assisting in the development and maintenance of PCANC's programmatic logic models and evaluation plan(s), measurement tools, and reports. The position is also responsible for managing PCANC's data systems.

Primary Responsibilities

Assist with the development of evaluation documents and data collection measures

- Support the development of project problem theories, theories of change, logic models, and evaluation plans
- Design and develop forms, questionnaires, and other data collection tools in Survey Monkey, Adobe Acrobat, Google Forms, etc.

Manage the administration and reporting of evaluation measures

- Ensure timely data collection instrument administration
- Track survey response rates and send follow-up reminders as needed
- Assist in developing report templates
- Conduct descriptive data analyses
- Create and distribute evaluation reports in user-friendly formats
- of progress monitoring tools and dashboards in Tableau, Excel, etc.

Manage project data and database systems

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

Data Coaching

- Collaborate with the Evaluation Director to develop and execute trainings on data and evaluation processes and systems
- Provide one-on-one coaching to internal colleagues and external partners to support evaluation processes

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

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, Survey Monkey (or other survey development and administration platforms), Tableau (or other visualization and analysis software)
- Ability to pick up on new techniques and software platforms quickly

ORGANIZATIONAL SKILLS:

- Ability to independently organize and prioritize multiple responsibilities simultaneously as an individual and as part of a team
- 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

- Bachelor's degree required, Master's degree preferred, preferably in public health, social work, social sciences, or other related field
- Experience in program evaluation and database management
- Commitment to equity
- Proficient in Microsoft Excel, Access, Word, PowerPoint, and Teams; Experience with Tableau or other data visualization software; Well-versed in software to support data collection, analysis, and reporting
- In-person agency staff meetings in Raleigh/Durham may be required periodically

Benefits include health, dental, life, vision, and disability insurance, and 401(k).

Each full-time employee receives paid holidays, sick days, vacation days, and personal days in accordance with Prevent Child Abuse North Carolina's employee handbook.

Application Deadline: September 22, 2022, 5:00 PM EST.

Equal Opportunities and Accommodations Statement

Prevent Child Abuse North Carolina is proud to be an equal opportunity employer, committed to providing a welcoming and diverse environment. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, gender identity or expression, age, marital status, veteran status, disability status, pregnancy, parental status, genetic information, political affiliation, or any other status protected by law. Accommodations are available for applicants with disabilities.