



Job Description

JOB TITLE: Evaluation Associate

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

TIME/CLASSIFICATION/LOCATION: Full-time 1.5-year Time-limited/Exempt/Remote (home-based)

REPORTS TO: Evaluation Director

TENTATIVE START DATE: January 8th, 2024

APPLICATIONS DUE BY: November 27th, 2023

Job Summary

Prevent Child Abuse North Carolina (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 will engage in the full range of evaluation activities across multiple projects at PCANC, which includes planning, implementation, analysis, data visualization, reporting, and utilization for improvement. Duties include assisting with logic model and theory of change development, instrument development, data collection and management, data analysis, as well as developing evaluation guides, conducting evaluation training, providing technical assistance, preparing written reports, and sharing evaluation findings with external and internal audiences.

This position will primarily support the evaluation of PCANC's Policy Advocacy (inclusive of child sexual abuse prevention strategies), Community Prevention Planning, and Public Awareness strategies.

This is a time-limited (through June 2025) grant funded position with access to all benefits, rights, and privileges of full-time permanent employees. This position may be extended beyond the term limit if approved by an Executive.

Primary Responsibilities/Accountabilities

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
- Conduct literature reviews to inform strategies
- Gather and vet publicly available standardized measurement tools
- Design and develop forms, questionnaires, and other data collection tools in Quest, 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

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- Support the design and development 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

- Assist the Evaluation Director in identifying and developing streamlined and standardized evaluation processes within the organization
- 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
- Facilitate or co-facilitate project reflection meetings to ensure data continuously informs organizational strategies and practices

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 develop evaluation documents (theories of change, logic models, evaluation plans)
- 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



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FLEXIBILITY/ADAPTABILITY:

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

Hiring Requirements/Preferences

- Master's degree in public health, social work, psychology or related field or bachelor's degree with relevant experience
- Proficient in program evaluation and database management
- Be a critical thinker, well-organized, and detail-oriented
- Have proficient or expert communication skills (oral and written)
- Demonstrate ability to be proactive and take initiative
- Demonstrate ability to work independently and in team settings
- Demonstrate ability to prioritize and manage multiple tasks
- Demonstrate a commitment to equity and social justice
- Be willing to support child sexual abuse prevention strategies and have interest or experience in policy analysis
- 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
- Ability to attend periodic in-person agency staff meetings in Raleigh/Durham and throughout NC