JOB DESCRIPTION

Job Title: Data, Monitoring and Evaluation Coordinator

Work Site: 1575 Yarmouth, Boulder, CO 80304
Will be working remotely until the EFAA office is open

Hours of Work: 40.0 hours per week. The Data, Monitoring and Evaluation Coordinator will work within the hours of 8:30 - 5:00 with a specific schedule determined by the employee and their supervisor. The Data, Monitoring and Evaluation Coordinator will be required to attend occasional functions outside of normal operating hours. Regular and timely attendance is an essential function of this job.

EFAA’s Vision: A community where everyone is stable, healthy and thriving.

EFAA’s Mission: EFAA provides stabilizing services, innovative programs, and transformative advocacy to strengthen families and create a thriving community.

Organization: For 100 years, EFAA has been a locally operated community safety net for families in times of need. In addition to committed staff, EFAA has strong community partnerships and a thriving volunteer program which help to facilitate our mission.

General Statement of Duties: The Emergency Family Assistance Association (EFAA) is recruiting for a data, monitoring and evaluation coordinator to support the agency in advancing as a results-oriented institution. EFAA has already done considerable work in specifying a results framework for its programs and developing data collection instruments and systems. The position is responsible for planning, oversight and reporting on EFAA’s monitoring and evaluation system, including the calendar of regular surveys, pulling of reports and data from the main programs data systems, developing and overseeing implementation of externally contracted evaluations, promoting a culture of results utilization among programs teams, ensuring grant-linked indicators are consistently collected, and coordinating implementation of a simple text app based system that will allow for immediate querying of participants, volunteers and donors.

Duties may include, but are not limited to:

Results measurement systems

- Review and update as needed EFAA’s Results Measurement Handbook specifying results frameworks (objectives, theory of change, outputs, outcomes, data sources) for each of EFAA’s program areas
• Provide orientation and training to programs teams and managers in the required results data collection and storage and interpretation of results
• Pull periodic progress reports for internal and external purposes
• Support the Director of Programs and program staff in the appropriate implementation of the BCC system and its eventual conversion to HHSC, including operationalization of the current system of replicating EFAA’s BCC database to an external site
• Provide support to the eventual integration of EFAA data into the Family Resource Center Association database
• Develop an electronic storage structure to ensure historical records of EFAA results

Data for reporting

• Working with the Development and Programs Directors, maintain a database of all indicators to be reported for grants
• Verify that data is being collected sufficient in quality to supply these indicators in grant reporting
• Compile results reports on EFAA programs on a schedule to support programs managers in adopting a results-focused management ability
• Compile the monthly Board key performance indicators
• Work with the Strategic Education Committee to help design and implement the Community Wellbeing Scorecard
• Carry out data requests from Executive Director, Senior Management and program supervisors, as requested

Surveys:

• Manage an annual calendar of surveys, ensuring that each instrument include any key indicators needed
• Carry out and analyze EFAA’s routine surveys, including the annual participant survey, annual partner agency survey, periodic donor and volunteer surveys
• Compile, share with program managers and analyze the various exit survey instruments for specific EFAA programs
• Develop and conduct punctual surveys of program performance, as needed

Evaluation

• Identify priorities for external evaluation of EFAA programs
• Develop methodologies, requests for proposal and monitor implementation of evaluations carried out by contracted firms

Text application:

• This position will be responsible for the implementation of a text application for EFAA participants, volunteers and donors, in close collaboration with the related EFAA departments
• Train various line managers in the use of the text application
**Required Qualifications:**

- Related undergraduate degree
- At least three years of experience in program monitoring and evaluation, including knowledge of the design of results framework and evaluation methodologies and strategies
- Software: Excellent applied skills in Excel and Tableau
- Working knowledge of Survey Monkey
- Well-developed written communication and analytical skills
- Demonstrated ability to collaborate with area organizations and agencies

**Preferred Qualifications:**

- Master’s degree in a related field
- Some social science background / familiarity with tests of statistical significance
- Working knowledge of Spanish helpful
- Ability to display results in graphic form
- Ability to organize data and information

The position is supervised by the Director of Programs but will work with teams throughout the organization, with quarterly meetings with the Executive Director to review overall status of the work program. The position works across the organization, with work items coordinated with the Director of Development, the Director of Finance, and the Director of Volunteer Services.

**Compensation:** Target hiring range $45,000 - $52,000

**Working Environment, Physical Activities and Equipment Used:**
Typical office environment. Regularly uses computer for data input and other work.

**Why You Should Apply:**
EFAA's culture is employee-focused providing access to a generous benefits package including:

- Competitive pay commensurate with education and experience
- Considerable PTO
- Language bonus for Spanish-speaking capabilities
- Up to 100% employer paid health insurance premiums. Health plan option that covers families.
- Employer paid Simple IRA contributions.
- Family friendly policies and practices
- Commitment to professional development and training
- Provision of an RTD Ecopass

**How to Apply:** Please email your resume and cover letter with Data, Monitoring and Evaluation Coordinator in the subject line to resumes@efaa.org