

Mile High United Way
Job Description

POSITION TITLE: Research and Evaluation Coordinator

PAYGRADE: C

EXEMPT/NON-EXEMPT: Exempt

REPORTS TO: Evaluation Director

DIVISION: Innovation

GENERAL PURPOSE:

To support the administration and coordination of research and evaluation work on behalf of Mile High United Way, Making Connections Denver. This includes the coordination and monitoring of all community based research and evaluation activities. Also, this position takes the lead in conducting statistical and qualitative analysis and assists the Evaluation Director in conducting all community learning research and evaluation network work activities such as evaluation workshops.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Coordinate and design evaluation plans, analyze community based evaluations and surveys, conduct quantitative and qualitative reviews and data analysis on best practices for implementing MC-D's core results
- Participate in MC-D local evaluation by using data to assist strategy coordinators in planning and evaluating their impact plans under the guidance of the Evaluation Director
- Review and participate in the writing, editing and preparation of various evaluation reports
- Manage, train and conduct quality control and review for research and evaluation projects. Develop quality control protocols and ethical research practices in accordance with MHUW's vision, mission, and guiding principles
- Create a research and evaluation library, with current and up to date information related to school readiness, resident engagement and adult self sufficiency

OTHER DUTIES/RESPONSIBILITIES:

- Participate in meetings and present to the MC-D and other communities, conduct research and evaluation workshops, coordinate and participate in Data Forum with MC-D residents, MC-D Partners, organizational partners/staff, and others under the guidance of the Evaluation Director
- Manage all data requests that the community research and evaluation team accepts from community, organizational partners and MC-D internal staff
- Assist the Evaluation Director and Database Coordinator in creating and implementing a sustainability plan for community-based research with MC-D community leaders and residents;
- Assist Evaluation Director in the creation of an Evaluators Institute, planning, implementation and monitoring of the evaluation budget as needed

SUPERVISORY DUTIES: N/A

DESIRABLE QUALIFICATIONS:

Experience:

- 3 years knowledge in research and evaluation is preferred
- Ability to conduct research, statistical and qualitative analysis
- Excellent management skill is preferred. Ability to provide accurate information, manage multiple tasks, set own goals and establish priorities in a timely manner.
- Ability to communicate effectively to a variety of MC-D stakeholders, from neighborhood residents to funders and government officials, showing equal respect to all parties
- Demonstrated experience and knowledge in social justice and oppression issues, especially in regard to conducting research and evaluation in low-income communities of color
- Availability to work independently and as part of a team, work evenings and weekends as needed
- Residency in one of MC-D's neighborhoods is preferred (Cole, Sun Valley, La Alma/Lincoln Park, and Baker)
- Bilingual Spanish or Vietnamese candidates are encouraged to apply

Education or Formal Training:

- Bachelor's degree
- Masters degree preferred.

Special skills/knowledge:

- Excellent oral and written communication skills, including ability to listen, respect and incorporate new learning in the workplace
- Excellent computer skills (Word, Excel, GIS, Atlas ti, PowerPoint, Publisher, Internet Explorer and others as determined). All are preferred.
- Ability to learn database and software including GIS is preferred

Working Environment: office environment

Physical Activities: Ability to provide personal transportation and telephone when in the field.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

Date Job Description Written/Updated: November 2009