CHILDREN'S TRUST OF SOUTH CAROLINA

Research and Evaluation Coordinator

REPORTS TO: Director of Data and Evaluation

STATUS: Full-Time

CLASSIFICATION: Non-Exempt

LOCATION: Columbia, South Carolina

Position Summary

The research and evaluation coordinator will assist with data, research, and evaluation activities for Children's Trust. Key responsibilities include supporting the agency's efforts to make data-driven decisions; engage in research activities to impact programs, practice, and policies; and ensure programs are meeting fidelity standards, achieving outcomes, and impacting the agency's mission. The research and evaluation coordinator will report directly to and carry forward the tasks and initiatives as outlined by the director of data and evaluation.

Data activities include cleaning, analyzing, and reporting data, as well as generating effective data visualizations. Research activities include literature reviews of relevant topics (e.g., adverse childhood experiences (ACEs), prevention, public health, etc.), assisting with grant and other applications, and providing data and insights to inform policy work. Evaluation activities include supporting the evaluation of the Children's Trust evidence-based programs and organizational outcomes.

Key to the success of the research and evaluation coordinator will be the ability to manage simultaneous projects, maintain accuracy, and apply strong analytical skills. The research and evaluation coordinator must be a skilled professional who is passionate about research, the prevention of child maltreatment, and the promotion of child, family, and community health and well-being.

Duties and Responsibilities

Manage and update the KIDS COUNT data center; ensure the accuracy and timeliness of data for the annual KIDS COUNT data book release.; deliver KIDS COUNT presentations to external partners as requested by the director of data and evaluation or the senior director of policy and advocacy.

Respond to data requests received by the organization from stakeholders and partners.

Support evaluation activities across multiple projects by cleaning, analyzing, and reporting evaluation data, including program data and training and technical assistance data. Develop county and statewide data profiles and relevant internal/external data products using child maltreatment data, KIDS COUNT data, and adverse childhood experiences/positive childhood experiences data.

Collaborate with the senior director of policy and advocacy to source and analyze data, conduct literature reviews, and provide necessary data and resources to support policy-related work.

Review and summarize academic literature for various needs and projects (e.g., prevention strategies, child and maternal health, collective impact, evaluation tools, child maltreatment rates, adverse childhood experiences, adverse collective historical experiences, adverse community environments, positive childhood experiences, race equity, public health).

Coordinate and contribute to the development of research briefs for existing projects including adverse childhood experiences, positive childhood experiences, social norms around parenting, etc.

Less frequent general activities will include presentations to staff and community partners, supporting our annual Building Hope for Children Conference, data entry and some office duties.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of agency.

Perform other duties and responsibilities as requested with an appropriate sense of humor, positive and professional attitude, and team spirit.

Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.

Qualifications

Have a bachelor's degree in a related field such as Public Health, Social Sciences, Statistics, Data Science, Psychology, or a closely related discipline, and a minimum of 2 years of experience in research, program evaluation or data analysis. A master's degree in a relevant field and/or experience related to child welfare, public health or nonprofit settings is preferred. Proficiency data analysis software packages (i.e., Stata, SPSS, or SAS) and experience with data visualization tools such as Tableau.

Strong foundational knowledge of health promotion and primary prevention.

Be a critical thinker, well-organized, and detail-oriented; demonstrated ability to be proactive and take initiative; work both independently and in a team setting; prioritize and manage multiple tasks.

Have good judgment, empathy, adaptability, and level-headed attitude; demonstrate proficient or expert interpersonal skills when interacting with trainers and trainees; be assertive and persuasive when necessary while maintaining positive and productive relationships.

Interest in policy, grant and report writing.

Follow through with all projects and assignments and meet scheduled timelines.

Have proficiency in software platforms and systems, including but not limited to Microsoft Products and the Blackbaud suite of products**;** SharePoint, Trello, and Zoom.

Manage light to moderate carrying and lifting of items.

Reliable transportation is essential for this position to ensure consistent attendance and ability to fulfill job duties.

Drive and travel throughout South Carolina on a regular basis and nationally as needed.

Children's Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

The forgoing statements describes the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required. Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the successes of our endeavors.

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