Evaluation Associate

REPORTS TO: Evaluation Manager

STATUS: Full-Time

CLASSIFICATION: Non-Exempt

LOCATION: Columbia, SC

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Position Summary

The Evaluation Associate is a full-time position of Children's Trust of South Carolina. This position will engage in the full range of evaluation activities at Children's Trust externally for partners and internally with staff. Duties include assisting with data collection, data analysis, instrument development as well as developing evaluation training manuals, conducting evaluation training, providing technical assistance, preparing written reports, and sharing evaluation findings to external and internal audiences. The evaluation associate will initially support Strengthening Families Program (SFP), Triple P South Carolina (TPSC), and then expand to support additional programs and initiatives. This position will also support the development and administration of a web-based evaluation system.

Duties and Responsibilities

Lead and monitor the full range of evaluation activities across multiple projects, which includes planning, implementation, analysis, data visualization, reporting, and utilization for improvement.

Assist with the identification and development of educational materials and trainings on evaluation for use with internal staff, board of directors, and partners.

Provide Impact Data System Survey Builder technical assistance and capacity-building support as needed to internal staff, board of directors, and partners.

Support partnership with 3C Institute, the developers of the Children’s Trust Impact Data System. Specifically support any organizational needs for existing application development with internal programs (i.e. SFP, MIECHV, Triple P). Support development activities in coordination with 3C Institute for new custom program applications as needed.

Coordinate annual Partnership Assessment timeline, deployment in Impact Data System, tracking, data analysis, and reporting for internal staff and board of directors.

Attend and present evaluation findings, internally and externally, when appropriate at local, state, and national educational programming forums to enhance knowledge and professional development; participate on task forces and ad hoc committees, as assigned.

Work with community impact and communications departments to identify evaluation, research, data visualization, and communication best practices; work with staff and partners to align quality improvement with evaluation efforts.

Use software platforms and systems, including but not limited to Trello, Microsoft Office, SharePoint, Zoom and the Blackbaud suite of products, to plan, execute and report on work progress and products.

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 the organization.

Perform other duties and responsibilities as requested with an appropriate sense of humor, professional and positive 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 with an emphasis on evaluation in public health or related fields (i.e., community psychology, social work, public policy) and a minimum of one year's experience with evaluation and/or research projects through all phases: planning, implementation, analysis, reporting, and utilization for improvement or a minimum of two to three years experiences with no formal degree leading evaluation and/or research projects as noted above.

Reporting and sharing evaluation and/or research findings to multiple audiences.

Have proficiency in basic data management to include quality control and cleaning. Quantitative and qualitative data analysis.

Have proficiency in web-based platforms such as Microsoft Office Suite, Zoom, Trello, Wufoo, and SurveyMonkey.

Ability to communicate evaluation findings (e.g., written report, facilitated presentation, etc.) in an engaging, accessible, visually appealing, and utilization-focused manner.

Be a critical thinker, well-organized, and detail-oriented; have proficient or expert communication (oral and written skills); demonstrated ability to be proactive and take initiatives; work both independently and in team setting; prioritize and manage multiple tasks.

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

Solve problems and act effectively and efficiently under pressure.

Follow through with all projects and assignments, follow timelines and meet scheduled deadlines; must be willing to work a flexible schedule and evenings when necessary.

Eagerness to learn and contribute to the overall success of the organization.

Manage light to moderate carrying and lifting of items.

Drive and travel occasionally within South Carolina as needed.

This is a grant funded position and subject to change based on funding requirements.

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 foregoing 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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