



Evaluation Coordinator

REPORTS TO: Evaluation Manager

STATUS: Full-Time

CLASSIFICATION: Non-Exempt

LOCATION: Columbia, SC

Position Summary

The evaluation coordinator is a full-time position of Children's Trust of South Carolina responsible for overseeing all evaluation activities across the organization. The position involves leading instrument development, data collection, analysis, and the creation evaluation plan and training manuals. The evaluation coordinator will facilitate evaluation training sessions, provide technical assistance, prepare comprehensive reports, and communicate evaluation findings to diverse audiences.

A key focus of this role is to build capacity both internally and externally by promoting interdepartmental collaboration, strengthening relationships, and applying evaluation concepts with staff and partners. Initially, the evaluation coordinator will support the evaluation of Strengthening Families Program (SFP), Triple P South Carolina (TPSC) programming with responsibilities expanding to include additional programs and initiatives. Additionally, this position will contribute to the development and administration of a web-based evaluation system.

This position reports to the Evaluation Manager and collaborates closely with research and evaluation staff to ensure that contracted evaluation deliverables are met, and organizational evaluation initiatives achieve their intended outcomes.

Duties and Responsibilities

Evaluation Agenda

Lead and coordinate the implementation of formative and summative evaluations of Children's Trust initiatives and/or projects.

Develop and implement the organization's evaluation agenda, including conducting annual Partnership Assessment and other organizational surveys

Track, analyze, and report data for internal staff, external partners, and board of directors.

Lead the creation and dissemination of evaluation products, including surveys or forms, reports, data visualizations, presentations, tailored to the needs of different stakeholders.

Contribute to the writing of an annual report on the impact of the work of Children's Trust; collaborating with internal team members and contracted evaluators to measure grant and initiative outcomes.

Web-based Evaluation System

Collaborate with program teams (i.e., SFP, Home Visiting, Triple P, Workforce Development and Training etc.) to develop, enhance, and maintain the web-based database and evaluation system.

Assist with creating and editing fields and reports in database.

Foster and promote an evaluation environment that values objectivity, confidentiality, and accuracy in data management and evaluation

Capacity Building

Strengthen the evaluation and data system-use capacities of internal team members and external partners through training and technical assistance

Communicate evaluation outcomes ensuring accurate collection of data and application of evaluation techniques.

Collaborate with the evaluation manager and the communications department to identify best practices in evaluation, data visualization, and communication.

Intentionally integrate Children's Trust initiatives by promoting interdepartmental collaboration, fostering relationships, and participating in core learning and professional development opportunities. Apply these insights to strengthen the capacity of staff and community partners.

General

Support evaluation-related aspects of grant applications and monitoring and reporting requirements. Participate in writing reports when needed.

Maintain a high standard for data integrity and transparency of data methods used in evaluation projects and in external communications.

Participate in the hiring and selection process of team members as needed.

Serve as a trouble-shooter, resolving data collection problems or locating help to resolve them for staff and partners.

Stay updated on evidence-based evaluation practices in prevention of child abuse and neglect, service delivery, and workforce development. Participate in professional development programs to remain current in evidence-based service and workforce delivery and provision.

Present evaluation findings at local, state, and national forums and participate in task forces or committees, as assigned.

Utilize software platforms and systems, including but not limited to Trello, Microsoft Office, SharePoint, Zoom, Quickbase, and Survey Monkey for project coordination, execution, and reporting.

Other duties as assigned.

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 expectations that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.

Qualifications

Have a Master's Degree in Public Health, Social Work, Community Psychology, or a related field and a minimum of two years of experience coordinating research or evaluation projects in prevention or family support services. An ideal candidate will have demonstrated ability within an applied program evaluation role.

Have proficiency in quantitative and qualitative data management and analysis including quality control and cleaning.

Is ethical and discreet in handling sensitive data, and participant feedback.

Have proficiency in web-based platforms such as Microsoft Office Suite, Zoom, Trello, Wufoo, and survey software like SurveyMonkey or Qualtrics.

Have ability to integrate community perspectives into evaluation processes.

Have 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 a 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. Have the ability to solve problems and act effectively and efficiently under pressure.

Have effective project management skills, including in-person and remote team facilitation.

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.

Demonstrate 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' 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 describe the general purpose and responsibilities of 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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Approved by:

Chief Executive Officer: _____ Date: _____

Employee's Signature: _____ Date: _____

Signature indicates verification of receipt of job description. The job description supersedes and rescinds all previous job descriptions.