



Position Title: Evaluation Coordinator
Department: Integrated Services
Reports To: Vice President of Programs and Integration
FLSA/ Status: Non-Exempt/ Full Time
Hiring Range: \$33,600-\$40,000
Job Family: Direct Service Level 4a
Revised: January 2018

WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to advancing the economic success of families with limited opportunities through a holistic, individualized, and integrated model for service delivery. For over 40 years, we have provided award-winning workforce, small business, and youth development programs throughout Metro Denver. We partner with some of the area's most respected organizations to provide a mix of economic and educational advancement services to assist families on their path to economic success.

POSITION SUMMARY

The Evaluation Coordinator manages Mi Casa Resource Center (MCRC)'s participant assessment and program impact evaluation processes in MCRC's integrated approach to career training, business development, youth development, and economic advancement programs. The Evaluation Coordinator serves as the database administrator for the agency's participant-tracking database on a Salesforce platform and leads efforts to improve processes and systems relating to program evaluation. This includes analyzing data to assess MCRC's work and communicate the organization's impact. He or she also coordinates the work of others around evaluation efforts and trains staff on evaluation.

KEY RESPONSIBILITIES

Leadership

- Leads evaluation efforts
- Coordinates, trains, and coaches staff on evaluation processes
- Facilitates intra-agency work pertaining to evaluation

Operational Tasks

- Manages MCRC's database for participant tracking, including serving as database administrator for the organization's participant-tracking database on a Salesforce platform
- Manages MCRC's participant registration forms
- Implements and trains staff on integrated evaluation processes and systems across programs
- Creates training and reference materials regarding evaluation processes
- Provides ongoing training and support to staff on evaluation
- Supports program specific evaluation efforts
- Collects and analyzes data
- Contributes to implementation of overall Integrated Services initiative

Independent Judgement

- Makes decisions about implementation of most effective evaluation processes and systems

Mi Casa's Mission: To advance the economic success of families with limited opportunities, as an organization grounded in our Latino heritage.

Mi Casa's Core Values: Community, Integrity, Innovation, Expanding Opportunities, Connection



Evaluation

- Builds a data driven culture within the agency
- Enters data into data systems as needed
- Leads the ongoing refinement of MCRC's evaluation strategy
- Ensures evaluation systems are working effectively

Fundraising and Grants Management

- Provides data for grant proposals and grant reporting
- Participates in fundraising events and fundraising efforts as needed

QUALIFICATIONS

- Bachelor's degree in Social Work, Behavioral Economics, Statistics, or a related field or an equivalent combination of education, training, and experience
- Two to four years' experience in program evaluation and/or database management
- Expertise in Salesforce
- Strong computer skills and highly proficient with Microsoft Office products
- Experience working with individuals and families with diverse, high needs preferred
- Background check required

KEY COMPETENCIES

- Strong data collection and analysis skills
- Strong written and verbal communication skills
- Works well independently and in a team, with ability to work with diverse colleagues
- Strong organizational and time management skills
- Able to complete tasks in a detailed oriented and timely manner
- Strong analytical skills
- Commitment to MCRC's mission of advancing economic success for families with limited opportunities

Mi Casa Resource Center is an equal opportunity employer.

Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by January 23, 2018. Interviews may occur as qualified candidates apply.

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