



Conservation Corps North Bay's mission is to develop youth and conserve natural resources for a strong, sustainable community.

We achieve our mission by:

- *Providing a diverse group of youth and young adults with opportunities to transform their lives through education, employability, civic engagement, and leadership.*
- *Caring for our environment by conserving and restoring natural resources, and by improving recreational areas.*
- *Creating the environmental leaders of the future by teaching environmental ethics and behaviors to children, teens and adults.*
- *Making communities safer by reducing fire and flood hazards and by responding to public emergencies and disasters.*

JOB DESCRIPTION

Title:	Evaluation Coordinator
Department:	Program Development
Reports To:	Program Development & Outcomes Manager
FLSA Status:	Full-time, Salaried, Exempt from Wage and Hour Laws
Role with Agency:	Member of the program team focused on achieving positive organizational outcomes.
Accountability Indices:	Improvements and effectiveness in data collection, monitoring and reporting systems

SUMMARY

The Evaluation Coordinator will oversee data tracking, support program managers in their program evaluation efforts, and develop and maintain coordinated processes across all program areas to collect and interpret data from program and service delivery. The purpose of CCNB's evaluation work is to identify program and service delivery improvements that will result in an increase in participant retention, engagement and post-program success.

ESSENTIAL DUTES AND RESPONSIBILITIES include but are not limited to:

Data Collection Systems, Tools and Processes

- Oversees the development, quality, and reliability of data collection systems, tools and processes
- Defines and strengthens data processes and tools.
- Consults with program managers and assists them in determining measurements, indicators and benchmarks for their program goals.
- Identifies and troubleshoots issues in data collection and analysis, and problem solves with creative solutions.
- Builds capacity of project staff and leadership to successfully handle required documentation, tracking, monitoring and reporting.
- Manages the organization's program databases, and data migration across platforms when necessary.

Data Reporting

- Analyzes, synthesizes and reports on data to inform decision-making, participant interventions and program improvements.
- Produces reports of data summaries and analyses including: describing the central results of analysis; identifying patterns in qualitative and quantitative data; and preliminary findings and implications.
- Partners with program managers in conducting analysis, determining findings, and proposing recommended changes.
- Prepares dashboards for internal monitoring and keeps them updated.
- Provides quality and timely data for use in internal and external reporting.
- Provides guidance and informs evaluation-related decision-making.
- Prepares presentations for internal/external audiences.

Evaluation and Research Project Management

- Works with program staff and stakeholders to refine program measures of success and goals and to adjust these when needed. Oversees process for designing evaluation plans, logic models and theories of change.
- Ensures collaborative implementation of evaluation plans.
- Conducts literature reviews and best practices analyses, as needed.

Other duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Minimum of 3 years combined experience in nonprofit program design and/or delivery and monitoring and evaluation
- Minimum of 1 year of evaluation experience, including design of systems and tools, data analysis and report writing
- Excellent verbal and written communication skills
- Demonstrated ability to work effectively with a diverse team of managers, employees and partners
- Bachelor's degree from an accredited college or university
- Experience in evaluating non-profit programs for effectiveness, including developing tools, providing technical assistance to colleagues, tracking and organizing data, building and managing simple databases, and analyzing data

- Self-initiator with the ability to lead evaluation efforts, identify related priorities, and effectively work with complex people and processes to support greater organizational impact
- Proven organizational skills and attention to detail
- Proven problem-solving skills with a focus on solutions
- Proactive and action-oriented personality; strong sense of pace and urgency
- Data consolidation and reporting skills
- Ability to efficiently manage multiple tasks with accuracy and respond to changing priorities
- Excellent computer skills, including Microsoft Office platforms, database management and spreadsheet development
- Experience with Efforts to Outcomes (ETO) or other evaluation or real-time monitoring software a plus
- Enthusiastic and passionate about youth development, as well as CCNB's mission and programs.
- Experience working in a youthful, multi-cultural, non-profit environment.
- Employment is contingent upon criminal history, FBI fingerprinting and national sex offender clearances.

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to operate objects, tools, or controls; and reach with hands and arms. Perform simple grasping and fine manipulation. There are normal office working conditions and associated physical demands. For example, on a continuous basis, sit at a desk using a computer and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk. May be expected to lift and move containers weighing up to 25 lbs.

COMPENSATION & BENEFITS:

This position is eligible for a full benefits package (Medical, Dental, Vision, Chiropractic/Acupuncture, 401(K) Retirement, and vacation, holiday and sick pay. Salary range for this position starts at \$50,000.

TO APPLY

Please submit your cover letter and resume to recruiter@ccnorthbay.org and include 'Evaluation Coordinator' in the subject line. You can also fax your cover letter and resume to (415) 454-4595 Attn: Recruiter.

Conservation Corps North Bay is an Equal Opportunity Employer