

Evaluation Coordinator - A cover letter and resume are required for consideration.

The evaluation coordinator 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 instrument development, data collection, and analysis, as well as leading the development of evaluation plans and training manuals, conducting evaluation training, providing technical assistance, preparing written reports, and sharing evaluation findings to multiple audiences. The evaluation coordinator will initially support the evaluation of Strengthening Families Program (SFP), Triple P South Carolina (TPSC) programming and associated networks and then expand to support additional programs and initiatives. This position will also support the development and administration of a web-based evaluation system.

Qualifications

Have a bachelor’s degree with an emphasis on evaluation in public health or a related field (i.e., community psychology, social work, public policy) and a minimum of three years of experience in the coordination of research or evaluation on projects or programs in the fields of prevention or family support services. An ideal candidate will have demonstrated ability within an applied program evaluation role, or a role that includes coordination of applied research, data collection, data analysis, and/or reporting on data. Prior experience of providing direct services to families is a plus.

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

Have proficiency in basic data management including quality control and cleaning. Have proficiency in both quantitative and qualitative data analysis. Have a high standard of ethics, ensuring discreet handling of original data, identifiable data, and participant feedback.

Have proficiency in incorporating community voices into evaluation processes.

Benefits

Children’s Trust provides a competitive benefits package including medical, dental, life, short-term and long-term disability, matching voluntary deferred compensation, and paid time off and holidays.

Salary Range - Based on three years of experience.

\$44,719- \$62,607

Hiring Range - Based on three years of experience.

Min: \$51,663 Max: \$55,663

You can find out more about our mission at www.scchildren.org. A more complete description of this position can be found at www.scchildren.org/employment.

Email cover letter and resume by July 19 to aneely@scchildren.org subject line **Evaluation Coordinator** or mail to P.O. Box 11644, Columbia, SC 29211. **A cover letter and resume are required for consideration.**