



Position Title: Data and Evaluation Coordinator
Department: Development
Supervisor: Assistant Director, Impact Strategy
FLSA/ Status: Non-Exempt/ Full-time
Job Grade: 4
Hiring Range: 50,000-54,000 per year
Revised: August 2022

WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to creating pathways to opportunity for low-income and underserved individuals. In 1976, seven mothers and one father living in West Denver founded what would become Mi Casa Resource Center. MCRC has grown to deliver programs that advance economic self-sufficiency for the entire family. As one of Denver's largest and longest-standing Latino-led and serving organizations, we have earned community trust by providing culturally competent services grounded in community need.

Our Business and Career Pathways programs support economic growth. Career Pathways trains, supports, and connects low-income jobseekers to high-demand careers that meet their personal and professional needs. Business Pathways combines trainings, consulting, and wraparound services for underserved business owners and entrepreneurs at every stage. With MCRC's support, participants gain the education and skills needed to generate income, move up career ladders, and build wealth through business ownership.

WHY WORK AT MI CASA

- Be part of an organization and team culture that values employee input, makes data informed decisions, cares about the community, and has fun while doing it.
- Paid time off! MCRC offers three weeks of vacation time per year (accrued), two personal days, health days and 15 paid holidays including our year end closure from Christmas Eve to New Year's Day.
- Amazing benefits such as major medical insurance, dental and vision insurance, employer paid short term and long-term disability plans and a 403(b)-matching program. We pay 100% of medical premiums for employee coverage.
- A stipend for professional development and a team that will support your growth.
- Opportunities to participate in committees such as workplace culture and safety.
- Hybrid schedule that currently includes two days remote and three days in the office. However, as we are a direct service organization, it is important that we offer face-to-face services for the community we serve.

POSITION SUMMARY

Mi Casa Resource Center is seeking a detail oriented professional with experience in research and evaluation and a understanding of the data needs of a nonprofit organization to join as Data & Evaluation Coordinator.

The Data & Evaluation Coordinator will ensure that Mi Casa's program data are properly collected to create accurate and useful reports for both internal and external stakeholders. This individual serves as the quality assurance and point of contact for Mi Casa's participant-tracking database – Salesforce. In addition to working in Salesforce, this person develops and maintains an understanding of all other data collection methods and systems required of the organization. This person supports the program teams by ensuring that best practices are considered in data collection tools. This position works with team members across the organization.

KEY RESPONSIBILITIES:

Mission: We create pathways to opportunity.

Vision: We envision a community where all people have the power to achieve their economic goals and realize their dreams.

Leadership and Coordination

- May manage interns and volunteers to assist in data collection and data entry.
- Coordinates and trains new and existing Mi Casa staff on how to best use Salesforce database for continuous improvement efforts using a strengths-based approach.
- Develops any new procedures to be followed for uniformity.
- Act as Liaison with MCRC's third-party Salesforce data management provider on process and quality assurance.

Operations

- Oversees Mi Casa's database for participant tracking on a Salesforce platform.
- Develops, maintains, and improves procedures tied to data collection, database usage, and quality assurance taking into consideration program processes.
- Supports program specific evaluation efforts.
- Collects and analyzes data to support the management team to make informed decisions on program design, delivery, outcomes, and impact.
- Understands core program elements and connects deliverables to Salesforce data entry and reporting.
- Makes recommendations about implementing effective evaluation processes and systems.
- Provide feedback to executive leadership and management teams on database and reporting requirements based on grant requirements.

Data and Evaluation

- Contributes to a positive data-driven culture within the agency.
- Maintains data integrity and quality standards through regular audits and quality assurance processes.
- Informs the ongoing refinement of Mi Casa's evaluation strategy.
- Ensures evaluation systems are working effectively and recommend changes to enhance systems.
- Works with program leadership to create and analyze data collection points such as demographic information, pre/post assessments, surveys, and program deliverables.
- Submits timely reporting to program leadership to track program outcomes.
- Administers reoccurring participant satisfaction surveys.
- Ensures strict confidentiality and follows all policies and procedures for handling confidential documentation and information.

Independent Judgement

- Uses discretion in determining best ways to collect data considering a variety of stakeholder needs.

Development and Grant Management

- Assists the Development team and Leadership by pulling data for proposals and reporting.
- Maintains data privacy and compliance for funding reviews and audits.

Other

- Participate in outreach events to support the program recruitment efforts as needed.
- Performs other duties as assigned within scope of practice.

RECOMMENDED QUALIFICATIONS

- 2-4 years of experience in evaluation, research or analytics or an equivalent combination of education and experience.
- Bachelor's degree in Statistics, Evaluation, Education or a related field is a plus.
- Experience working in and understanding of nonprofit organization a plus.
- Strong computer skills and proficiency in Microsoft Office products, and
- Experience in Salesforce and particularly Salesforce Administration experience is strongly preferred
- Background check required.
- Evening and weekend work as required to meet the needs of the organization.
- Bilingual in English/Spanish is preferred.

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KEY COMPETENCIES

- Ability to review data, identify trends and come to conclusions, trends, and data and come to new conclusions based on the findings
- Experience in research and evaluation; understanding qualitative and quantitative data collection methods
- Adaptability and flexibility
- Detail oriented and organized
- Respect for low-income and diverse communities
- Ability to work with diverse group of colleagues with a wide variety of learning styles

We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.

Mi Casa Resource Center is an equal opportunity employer.

Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by October 9, 2022. Interviews may occur as qualified candidates apply.

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