



**Position Title:** Data & Evaluation Coordinator  
**Department:** Program Support/Career Pathways  
**Supervisor:** Program Support Manager  
**FLSA/ Status:** Non-Exempt/ Full-time  
**Job Grade:** 4  
**Hiring Range:** \$45,000 to \$51,000 per year  
**Revised:** May 2021

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## WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to creating pathways of opportunity for low-income and underserved individuals. For more than 40 years, we have provided nationally recognized workforce, business, and youth development programs throughout Metro Denver. Currently, MCRC educates, trains, and supports youth and adults on their path to economic success. Additionally, MCRC partners with the area's most respected organizations to provide economic and educational services to assist families to achieve their economic goals and realize their dreams.

## POSITION SUMMARY

Mi Casa Resource Center (MCRC) is seeking a detailed oriented individual with strong data collection and analysis skills and experience with database administration to join us as Data and Evaluation Coordinator.

The Data & Evaluation Coordinator coordinates MCRC's participant assessment and program impact evaluation processes for Career Pathways, Business Pathways, and other strategic program partnerships as needed. The Data & 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 and data collection. This includes analyzing data to assess MCRC's work and communicate the organization's impact in partnership with the Resource Development team. The Data & Evaluation Coordinator also directs the work of program staff around evaluation efforts and trains staff on evaluation and Salesforce.

## KEY RESPONSIBILITIES:

### Coordination

- Leads evaluation efforts in collaboration with Managers and Directors to make data-driven decisions.
- Coordinates and trains staff on the usage of our Salesforce.com database.
- Facilitates intra-agency work pertaining to evaluation.
- Makes recommendations about implementation of most effective evaluation processes and systems.

### Operations

- Manages MCRC's database for participant tracking, including serving as database administrator for the organization's participant-tracking database on a Salesforce platform.
- Maintains and improves policies and procedures that document processes tied to data collection, database usage, and quality assurance.
- Implements and trains staff on integrated evaluation processes and systems across programs.
- Creates training and reference materials regarding evaluation processes.
- Supports program specific evaluation efforts.
- Collects and analyzes data.

### Independent Judgement

- Uses discretion in determining best ways to collect data considering a variety of stakeholder needs.
- Maintains strict confidentiality and follows all policies and procedures for handling confidential documentation and information.

### Data and Evaluation

**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.

- Contributes to a data-driven culture within the agency.
- Maintains data integrity and quality standards through regular audits, data cleaning, and quality assurance processes.
- Informs the ongoing refinement of Mi Casa's evaluation strategy.
- Ensures evaluation systems are working effectively.
- Establishes, creates, and performs data gathering, surveys, and analyses to report on demographics, outcomes, and other information critical to enhance program success.
- Submits timely reporting to program leadership to track program outcomes.
- Manages reoccurring participant satisfaction surveys.
- Compiles and creates data reports on all program outcomes related to programmatic outputs & goals.

#### **Fundraising and Grant Management**

- Provides data for grant proposals and grant reporting.
- Maintains data privacy and compliance for funding reviews and audits.
- Participates in fundraising efforts as needed.

#### **QUALIFICATIONS**

- Bachelor's degree in Statistics, Evaluation, Education or a related field or an equivalent combination of education, training, and experience.
- 2 to 4 years' experience in program evaluation and/or database management.
- Strong computer skills and highly proficient with Microsoft Office products.
- Strong expertise in Salesforce; Salesforce Administrator highly preferred
- Experience with Form Assembly, Mailchimp, Mogli Text preferred.
- Skills with Data Visualization & Critical Thinking: able to look at numbers, trends, and data and come to new conclusions based on the findings
- Background check required

#### **KEY COMPETENCIES**

- Strong data collection and analysis skills
- Demonstrated commitment to a strengths-based approach and trauma-informed practices
- Excellent interpersonal communication with a demonstrated focus on supporting adult professionals to use evaluation best practices
- Respect for low-income and diverse communities
- Adaptability and flexibility
- Taking initiative and demonstrating proactive approaches
- Works well independently and in a team, with ability to work with diverse colleagues with a wide variety of learning styles
- Detail oriented and organized
- Strong organizational and time management skills

MCRC provides a comprehensive benefits plan including employer sponsored medical, dental and vision benefits, employer paid life Insurance and disability benefits, paid vacation, 15 paid holidays and a retirement plan.

***Mi Casa Resource Center is an equal opportunity employer.***

**Interested persons should email a cover letter and resume to [jobs@MiCasaResourceCenter.org](mailto:jobs@MiCasaResourceCenter.org) by June 7, 2021. Interviews may occur as qualified candidates apply.**

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