

URBAN STRATEGIES COUNCIL

POSITION ANNOUNCEMENT

Evaluation Coordinator

October 24, 2008

Closing Date: November 30, 2008

Anticipated start date: After January 1, 2009

ABOUT THE COUNCIL

Urban Strategies Council (the Council) is a community building support and advocacy organization located in Oakland, California. Founded as a non-profit organization in 1987, the Council's mission is to eliminate persistent poverty by helping to transform low-income neighborhoods into vibrant, healthy communities. The Council works locally and nationally to provide research, data and policy analysis, strategic planning, program development, capacity building and advocacy in service of low-income communities. The Council works with stakeholders in low-income communities, community-based organizations, and major public systems to expand services for children and families, improve health, educational and other outcomes, and increase employment and economic opportunities. For more information on the Council, see our website at www.urbanstrategies.org.

POSITION DESCRIPTION

The Council seeks a full-time employee to serve as Evaluation Coordinator for evaluation projects and contracts undertaken by the Council. The Evaluation Coordinator will work with clients including public agencies, policy makers, community-based organizations, residents, and other stakeholders to design and implement multi-faceted evaluation including projects in the areas of community safety and justice, education, economic development, capacity building and other areas as designated. For more information on the Council's program areas and activities see our website at www.urbanstrategies.org.

The duties of the Evaluation Coordinator are varied, challenging, and integral to the work of the Council. Intellectual curiosity, solution-driven orientation, commitment to the organization's mission, flexibility, and creativity within the specifications of the position are assets, as is knowledge of the Oakland and Bay Area communities. This position requires someone with a combination of training, skills and experience in evaluation, research, data analysis, facilitation and training, employee supervision and program management. The ideal candidate will be a highly proficient evaluator with leadership skills and a demonstrated commitment to capacity building for residents of low-income communities.

In some projects, the Evaluation Coordinator will provide staff support to an Evaluation Team composed of stakeholders that will provide advice and guidance on the evaluation plans and implementation. The Evaluation Coordinator also will supervise research associates and assistants and external consultants as required by specific projects. On occasion, the Coordinator will train and supervise a small group of resident evaluators who will be engaged in process documentation and data collection to support the evaluation.

SPECIFIC DUTIES INCLUDE:

- Oversees the development of comprehensive evaluation plans for projects and initiatives as well as sound evaluation plans for partner organizations and programs
- Ensures proper reporting formats, tools and requirements are designed to result in the information required to assess program impact, including steps to ensure data quality and integrity.
- Works with individual providers to ensure collection of performance and evaluation data on programs, services and opportunities and preparation of required reports
- Provides training and technical assistance to program providers, residents and other stakeholders on data collection and evaluation
- Supervises 3-5 resident evaluators and provides ongoing training to them in process documentation, data collection and evaluation

- Conducts and oversees data collections, analysis, synthesis and written and/or verbal presentation of overall program evaluation plans and results
- Reviews and designs appropriate measurement instruments for use in outcome evaluation and makes utilization recommendations to programs with attention toward facilitating cross-program analyses.
- Collaboratively develops performance review tools for assessing impacts, influence and leverage program, and participant-level data, and for use in assessing provider functioning and success.

REQUIRED SKILLS AND QUALIFICATIONS

Education:

- Master's Degree (3 years of relevant experience may be substituted for the Master's degree) in relevant field of study including evaluation, sociology, public policy, planning or other social sciences

Experience:

- At least three years experience in evaluation methods, including experience in evaluation of comprehensive community change initiatives
- At least three years experience in research, data analysis and interpretation and report preparation

Training and Proficiency in:

- Written and oral communications
- Evaluation project design and management
- Substantive experience with, understanding of, and commitment to improving outcomes for low-income families of color, communities of color, and grassroots organizations
- Working as part of a collaborative team implementing a broad evaluation and dissemination strategy
- Extensive experience analyzing data, designing, and writing results
- Broad range of contacts in the evaluation field
- Creating and maintaining databases (Excel and Access required)
- Research methods and quantitative analysis using statistical packages, high level statistical analysis required (SPSS, Access)
- Group facilitation, meeting management, and multi-stakeholder partnerships
- Supervising staff
- Experience leading workshops, making public presentations, or designing and implementing community-based participatory research
- Designing and Managing the development of web-based information systems
- Training and research support for people without backgrounds in research (preferably in support of community planning and action)
- Working with people from diverse ethnic, linguistic, economic and professional backgrounds

Additional qualifications

- Bi-lingual a plus

SALARY:

This is a full-time position with benefits and a salary of \$50,000-\$60,000, depending on qualifications and experience.

APPLICATION PROCESS:

Please submit cover letter highlighting your specific qualifications and a resume via email to
In subject line, enter the words "Evaluation Coordinator". No telephone inquiries, please.

CLOSING DATE: November 30th, 2008

The Urban Strategies Council is an equal opportunity employer.