

## HELP CENTER, INC. JOB DESCRIPTION



**PROGRAM:** Help Center, Inc.

**Created:** May 2023

**TITLE:** Assistant Evaluation Coordinator

**SALARY:** \$19.79/hr

**Hours:** 20 hours/week

**Schedule:** Flexible

**Location:** Bozeman, MT. Most work will be done remotely but will need to be able to work in-person when needed. Consistent office and working space are not provided.

**Benefits:** At ½ time or more: Prorated PTO and prorated health benefits according to policies.

**Probation Period:** Six months.

### **Position Overview**

Under the supervision of the Data Analyst/Evaluation Coordinator, the Assistant Evaluation Coordinator assists with implementing and managing evaluation activities for all programs of Help Center, Inc. This position ensures that the mission of the organization aligns with program activities, that progress is monitored and evaluated, and that the results are shared in a timely and accessible manner with relevant stakeholders. This position will also work closely with the grant writing team and the Development Coordinator to provide evidence for program success when applicable.

### **Duties & Responsibilities**

- Collaborate with staff on building logic models and theories of change
- Design and maintain client experience surveys
- Train staff on survey deployment and data collection procedures
- Support grant writing activities with internal & external data
- Present data at board and staff meetings
- Identify new opportunities for program evaluation

- Work collaboratively with staff and volunteers to engage in the importance and buy-in of program evaluation.
- Create timelines and structure around program evaluation for continuous improvement.
- Work with program staff to interpret and understand evaluation data

**Required Knowledge, Skills, and Abilities:**

- Some education and/or experience in program monitoring/evaluation.
- Excellent social science or public health research skills.
- Ability to work with quantitative and qualitative data.
- Adept in data visualization and reporting.
- Ability to learn computer software tools quickly.
- Adaptable communication skills: presentations, stakeholder engagement, training, and report writing.
- Good interpersonal communication skills: speaking, writing, and listening.
- Ability & willingness to work independently, exercising professional judgment, taking responsibility for the Help Center program and policies.
- Ability to maintain confidentiality with sensitive data.
- Excellent ability to prioritize work duties in a continuously shifting environment.

**Preferred**

- Knowledge of behavioral health, counseling, and/or suicide prevention.
- Knowledge of trauma informed program evaluation.
- Knowledge of Tableau.
- Basic Python programming skills.
- Access to transportation for in-person meetings or presentations.

**POSITION REPORTS TO:** Data Analyst/Evaluation Coordinator

Amanda Knick, Data Analyst/Evaluation Coordinator

Amanda joined the staff at the Help Center in May of 2018. She earned a master's degree in public health from the University at Albany in 2007 where she studied epidemiology and program evaluation and is currently finishing a second master's degree in data science at Eastern University. She has experience evaluating programs on the local, state, and federal level as well as having the opportunity to work in Ethiopia designing an evaluation framework for a large HIV/AIDS prevention and care organization. In her downtime, Amanda tends to a huge vegetable garden, which she manages with an extensive spreadsheet and enjoys lindy hop dancing and spending time outdoors with her two boys.