



PLAN | IMPLEMENT | EVALUATE

**Job Title:**

Evaluator / Coach

**Job Description:**

As an Evaluator/ Coach with PIE Org, you will be responsible to help partner organizations achieve their evaluation goals. This includes external evaluation work (i.e., process, formative, summative) and evaluation coaching to help organizations build their internal evaluation capacity. Most evaluation work will be conducted in the content areas of educational and social service programs. All evaluation work will utilize PIE's research-based system to help partner organizations complete evaluation plans, data analysis, and evaluation reports, as well as make recommendations to client organizations' senior management to improve their strategies and protocols. It is essential to develop and maintain a good rapport with grantees and foundations with whom we partner. Strong communication and interpersonal skills are critical for this role. The ideal candidate must have the ability to work independently, multi-task, prioritize and expedite job responsibilities to complete work in a timely and high quality manner. Because much of our work is completed on-site in the neighborhoods where partner organizations are located, this position will work remotely a majority of the time. This is a full-time position and includes a substantial compensation and benefits package with health-care, retirement, and a generous vacation policy.

**Supervision:**

The Evaluator / Coach will directly report to the Evaluation Director, who will provide ongoing supervision and support, as needed.

**Principal Duties:**

- Develop and use logic models to describe complex programs and their outcomes.
- Provide leadership in a team setting, move members forward and build consensus.
- Work with stakeholders to develop a comprehensive strategic evaluation plan that prioritizes evaluation activities to be completed during regular funding periods.
- Engage stakeholders in an evaluation process based on shared priorities, including meeting facilitation, presentation, conflict resolution, and negotiation skills.
- Ensure that evaluation activities are complementary to program(s) strategic plans and reporting requirements.
- Educate program staff and partners about evaluation concepts and methods.
- Understand the context of a program and how it affects program planning, implementation, outcomes, and the evaluation.
- Conduct formative and summative evaluations.

- Knowledge in the development of evaluation plans and approaches for generating, revising, and prioritizing evaluation questions
- Demonstrated use of various evaluation designs and methods (e.g., quasi-experimental, mixed methods). Ability to select appropriate quantitative or qualitative methodologies to increase use of findings by primary stakeholders.
- Lead program's staff in developing and testing data collection instruments.
- Identify and assess existing data sources and literature for their potential use in program evaluation.
- Gather data using qualitative and quantitative approaches such as interviews, group processes, participant observation, surveys, electronic data files, or other methods.
- Construct databases, conduct and supervise data entry, and perform data cleaning.
- Knowledge of methods for protecting confidential data.
- Conduct analyses using appropriate analytic tools for quantitative data (e.g., SAS, SPSS) and/or qualitative data (e.g., Nvivo, Atlas.ti, MaxQDA).
- Develop criteria and standards reflective of the values held by key evaluation stakeholders.
- Synthesize information generated through an evaluation to produce findings that are clear and directly aligned to evaluation questions and programmatic outcomes.
- Work with stakeholders to develop feasible recommendations based on evaluation data.
- Prepare and present evaluation results in a manner that increases the likelihood that they will be used and accepted by a diverse group of stakeholders.
- Develop and implement a communications and dissemination plan.

**Qualifications:**

Candidates who apply should have advanced skills in MS Excel and Microsoft Office Suite, advanced statistical and analytical skills, with 5 years of experience developing evaluation plans and measurement systems. A Master's degree in applied statistics/research methods/social work/public health/education policy is required. Doctoral degrees preferred. Reliable transportation is a must.

**Statement on Inclusivity:**

PIE is committed to creating a diverse environment and is proud to be an equal opportunity employer.

**To Apply:**

Please e-mail cover letter, resume, and work sample of a data analysis write up. Please send all documents as one pdf file with *your last name* as the file name, to [admin@pieorg.org](mailto:admin@pieorg.org).