Job Title	Evaluation Coordinator
PVN ID	HC-1805-002488
Category	Research
Location	HUNTER COLLEGE
Department	Social Work
Status	Full Time
Annual Salary	$65,000.00 - $65,000.00
Hour(s) a Week	35
Closing Date	Jul 03, 2018 (Or Until Filled)

General Description

The National Center for Child Welfare Excellence, Silberman School of Social Work at Hunter College through an exciting new partnership with New York City Administration for Children Services (ACS) will develop, implement and evaluate transfer of learning strategies for the ACS Workforce Institute. The ACS Workforce Institute (WI) is a state-of-the-art professional development institute that strengthens skills and provides support to child welfare and juvenile justice staff as they strengthen and support New York City's families and children. Through partnership with the City University of New York (CUNY), the ACS Workforce Institute offers professional learning initiatives that move beyond the classroom to enhance skill development for new and seasoned ACS and provider agency staff. Through the Silberman School of Social Work and ACS partnership, the Evaluation Coordinator will join a dynamic team responsible for launching the new Supporting Knowledge into Practice initiative.

Reporting to the Implementation and Evaluation Manager, the Evaluation Coordinator will provide support in all aspects of data collection and evaluation.

Other Duties

Responsibilities of this position include:

- Coordinate and follow-up with staff to ensure the timely entry of data into the database system
- Provide technical assistance and support to staff around data collection processes and procedures
- Provide support to ensure data integrity
- Utilize database programs to extract data, run data queries, and/or run reports
- Assist with data analysis
- Assist with data reporting, including the development of reports and presentations
- Assist with the design of any evaluation tools or instruments
- Other duties as assigned

Qualifications

Qualifications:

- Master's degree preferred
- Experience with data management and/or analysis required
- Experience in child welfare and quality assurance strongly desired
- Some experience with data visualization helpful
- Willingness and ability to travel to all five boroughs of NYC to facilitate data collection as needed

Preferred Skills:

The preferred candidate should possess the following: strong computer and information-technology skills, including the ability to learn new database programs as needed; ability to work with numbers / quantitative data; acute attention to detail; excellent interpersonal skills; strong problem-solving and troubleshooting skills; excellent oral and written communication skills; ability to work as part of a team, as well as independently to achieve necessary results; capability to prioritize tasks and manage multiple projects at one time; strong organizational skills; excellent personal and professional boundaries; flexibility and willingness to take on other tasks as assigned; and commitment to a collegial workplace.

Hours: 35 hours/week (daily schedule 9am-5pm)

Applicants are asked to submit a cover letter that details how your qualifications match this position description along with a resume, and contact information for three references.