

Program Coordinator: Data and Evaluation

POSITION INFORMATION

As stewards of Proposition 10 tobacco tax funding, First 5 Shasta aims to invest in efforts that will have the most effective and positive impact on young children and our community. Reporting to the Executive Director, the Program Coordinator: Data and Evaluation position's primary focus is in program evaluation. They are responsible for program and administrative support, which may consist of data collection and analysis, program evaluation, fiscal analysis, information processing, and a variety of general administrative duties. As part of a team of professionals in a small office environment, the Program Coordinator: Data and Evaluation plays a vital role in the achievement of First 5 Shasta's long-term goals and the strategic and innovative use of all First 5 Shasta resources to benefit children, ages 0-to-5, and their families.

This position is a .75 - 1 FTE (30-40 hours/week) non-exempt position located in Redding, California

EXAMPLES OF ESSENTIAL DUTIES

Data Management:

- Collects, compiles, verifies, analyzes, interprets and reviews program and fiscal data and statistics on agency programs for use in program evaluation, reports, proposals, presentations and recommendations.
- Develops and maintains databases and Excel workbooks.
- Works with regional and collaborative partners to develop, implement, and support data collection and reporting processes for multiple grant-funded projects
- Reviews and analyzes programmatic financial data and provides data support for fiscal management processes.
- Compiles data for and assembles budget reports; prepares cash flow projections and expenditure reports.
- Participates in the preparation, verification, and documentation of fiscal forms and reports for auditing and state reporting processes.
- Provides technical assistance and training to stakeholders to ensure accurate data entry, analysis and reporting.
- Develop and edit workflow processes based on staff input using Laserfiche

Program Evaluation:

- Co-designs, implements, and manages evaluation and data in support of both First 5 Shasta's strategic plan and operational activities
- Tracks program/operational indicators and utilizes various data sources to monitor progress towards strategic plan progress and operational goals
- Manage, monitor, and report on organizational time study processes
- Advises staff on and participates in the preparation of reports, grant applications and other documents; interprets data and statistics for staff.
- Reviews and analyzes program demographic and service data and provides data support for program evaluation processes.
- Develops data collection procedures and forms, survey methodology, sampling criteria and data analysis techniques, data sharing and data use agreements

- Prepares detailed reports, charts, graphs, timelines of events, statistical tabulations, grant applications and other documents using various data and statistics.
- Drafts and edits internal and external correspondence, meeting agendas, presentations and other materials needed for programmatic and evaluation work
- Serves as staff coordinator for First 5 Shasta's evaluation committee
- Shares evaluation, research, measurement, and data analysis findings and other information in writing and verbally to staff, Commissioners and the larger community
- Makes recommendations supporting program and operational refinement and improvement
- Answers the inquiries of and corresponds with community partners and grantees regarding program evaluation.
- As directed, represents the organization externally in meetings and activities related to measurement, evaluation, data development, data sharing, and research efforts as appropriate
- Performs related work as required.

Contracting:

- Develops and coordinates service contracts, commodity contracts and grant contracts.
- Formulates and recommends procedures for processing grants and contracts.
- Maintains required documentation for all contracts and grants.
- Responds to inquiries from contractors; resolves problems and discrepancies.

TYPICAL QUALIFICATIONS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

- Knowledge of techniques of preparing data and statistical reports and developing forms for data and statistical studies.
- Knowledge of principles and practices of database and Excel workbook development, management, warehousing, and administration.
- Knowledge of program evaluation design and implementation.
- Ability to analyze problems, select or recommend alternatives, project consequences of proposed actions and implement recommendations in support of organizational objectives.
- Ability to develop evaluation plans and procedures.
- Ability to collect, interpret, and evaluate narrative and statistical data pertaining to programs, fiscal and management matters.
- Ability to perform complex tasks using word processing, statistical analysis, spreadsheet, database, graphics presentation, GIS, and electronic file transfer software packages.
- Ability to interview users and extract pertinent information for development of database query system and report generation.
- Ability to communicate effectively in writing and orally in order to prepare a variety of reports, correspondence, and presentations, including easily understood tables and graphs.
- Ability to provide effective technical assistance, consultation and training to First 5 staff and grantees.
- Ability to establish and maintain effective working relationships with those contacted through the course of work; set priorities and meet deadlines.
- Ability to keep supervisor informed in a timely manner regarding progress on projects and plans, initiate and complete work assignments with minimal supervision.
- Ability to actively promote the mission of First 5 Shasta.

These employment standards are typically attained with graduation from an accredited four-year college or university and two years of experience in performing data management work at a professional level.

The ideal candidate has significant skills and experience gathering, analyzing, and reporting program and fiscal data, and has the ability to create a database to gather information along with extensive knowledge of Microsoft Excel. Experience working on evaluation projects that focus on one or more of the following areas is highly desired: maternal/child health, early childhood education, systems change evaluation, public health, mental health, child welfare and development, and process improvement. The candidate has excellent people skills and will also embrace the mission, vision, and values of First 5 Shasta.

DISTINGUISHING CHARACTERISTICS

The Program Coordinator I is the entry-level of this classification. Under supervision, incumbent will perform a variety of project management and program evaluation tasks as outlined above. As skill is gained, supervision is reduced and an incumbent performs the required duties more independently. Typically, an individual in this class has a minimum of a Bachelor's Degree plus 2 years' experience. The Program Coordinator II is the experienced level class in the Program Coordinator series. Incumbents in this class perform more complex project coordination and program analysis duties under limited supervision. Typically, an individual in this class has a minimum of Master's Degree plus 2 years' experience equivalent to a Coordinator I/Analyst I or Bachelor's plus 5 years' experience equivalent to a Coordinator I/Analyst I. The Senior Program Coordinator is the advanced journey level in the series. Incumbents exercise detailed and complex subject matter knowledge with a high degree of independence. An individual in this class typically has a Master's Degree plus 3 years' experience equivalent to a Coordinator II/Analyst II or Bachelor's plus 7 years' experience equivalent to a Coordinator II/Analyst II.

SALARY RANGE

Program Coordinator I: \$31.21-\$43.90 per hour
Program Coordinator II: \$34.83 - \$49.02 per hour
Senior Program Coordinator: \$38.45 - \$54.12 per hour

AVAILABLE BENEFITS

Available benefits include:

- Paid Time Off
- 13 Paid Holidays
- Medical, Dental, and Vision Insurance
- Cafeteria Plan
- Retirement Savings Plan with Employer Match and Non-Elective Contribution

WORKING CONDITIONS

Work Environment:

Small office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. Noise level in the work environment is usually quiet to moderate. We are a drug free and tobacco free workplace.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk or hear. Employee is frequently required to stand, walk, and use hands to finger, handle or feel objects, tools or controls. The

employee is frequently required to sit at a computer monitor, reach with hands, arms and fingers. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch, or crawl. Employee must regularly lift and/or move up to 25 pounds. It is the policy of First 5 Shasta to provide reasonable accommodation to a qualified person with a disability to enable such person to perform the essential functions of the position for which he or she is applying or in which he or she is presently employed.

SPECIAL REQUIREMENTS

- The employee will be expected to use her/his own vehicle for travel within Shasta County
- Proof of current automobile insurance coverage
- Willingness to be fingerprinted
- The employee may be required to work occasional evenings and weekends
- Occasional overnight travel may be required

APPLICATION & SELECTION PROCEDURES

First 5 Shasta will accept applications until 5:00p.m., February 7, 2025. Applicants should submit a resume, cover letter, and responses to the required supplemental questions (below). Please submit the required documents formatted as a Word document or PDF to **Commission@first5shasta.org**. Applicants will be screened and those considered best qualified will be invited to appear for an interview. Meeting the announced requirements does not guarantee inclusion into the selection process.

REQUIRED SUPPLEMENTAL QUESTIONS

1. Describe in detail your experience analyzing, evaluating and interpreting data. Include the name of the employer(s) where work was performed.
2. Describe your experience related to contract development and management.
3. Please provide an example of a written data or evaluation report that you have developed through your work experience.

