



**Position:** Evaluation Coordinator

**Schedule:** 15 hours per week

**Pay:** \$15-\$20 per hour (commensurate with experience)

### **Description**

The Evaluation Coordinator will support research and evaluation at South Carolina First Steps and will take ownership of projects from conception to dissemination with rigor and robust scientific principles. This role will report to the Strategic Impact Manager. The ability to work remotely or in our physical office in downtown Columbia, SC is negotiable.

### **Team: Strategic Impact**

The Strategic Impact team realizes the research agenda of First Steps and leads all data collection, research, and evaluation efforts for the agency. Additionally, the team works collaboratively to contribute to agency and system-wide goal setting, strategic planning, capacity building, and story telling through data.

### **Duties**

- **RESEARCH PROJECT MANAGEMENT:** Conduct literature reviews; manage data requests with external entities; develop research questions and hypotheses; develop and administer quantitative and qualitative data collection instruments
- **DATA ANALYSIS:** Utilize SAS and other software to clean data sets; perform appropriate statistical analyses; interpret, visualize, and disseminate results
- **COLLABORATION:** Collaborate with internal and external partners in development and dissemination of research projects in the form of peer-reviewed publications, research briefs, and reports
- **OTHER DUTIES AS ASSIGNED**

### **Qualifications**

- Enrolled in or graduate of a master's or doctoral accredited graduate program in a related field, such as statistics, public health, sociology, or education
- Knowledge of research and statistical methods
- Knowledge of inferential statistics
- Knowledge of the compilation, analysis and presentation of statistical and research data, including development of relevant technical documentation
- Ability to present information effectively both orally and in writing
- Experience with developing and administering data collection instruments
- Experience performing quantitative and qualitative data analysis

- Experience with mapping and GIS technology
  - Experience with Tableau and other dynamic data visualization software
  - Good working knowledge of Microsoft Office Suite, especially Excel, and SAS statistical software
  - Must be self-motivated and capable of delivering high quality work with general supervision
  - Strong desire to work in a translational research setting
  - Conceptual “big picture” thinker who is able to focus on details necessary to fully implement an approach
  - Strong, demonstrable organizational and documentation skills
  - Must be trustworthy, hard-working, positive, a team-player, and dedicated to the mission of First Steps
  - Possess a valid driver’s license, as some travel may be necessary
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**This is a temporary, part-time position.**

**To apply, submit your cover letter and resume to Avian Jones at [ajones@scfirststeps.org](mailto:ajones@scfirststeps.org)**

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