



PROJECT EVALUATOR/COORDINATOR

Program Evaluator / Project Manager Responsibilities:

Under the direction of the Research Project Manager, the Project Coordinator will be responsible for executing tasks on a project plan, communicating with stakeholders, and participating on project teams. Tasks include but not limited to:

- Provide updates to Project Managers and assist with the development and maintenance of project plans.
- Assist with resource allocation, scheduling, task assignments, project financials by gathering and tracking key data points.
- Complete assigned tasks on the project plan and demonstrate understanding of project performance.
- Support the management and mitigation of project risks by assisting in the analysis and identification of trigger events.
- Supports the compliance of project plans by following policies and procedures.
- Provides ongoing support to project personnel by regularly communicating with project team members to ensure schedule data and changes are accurately interpreted and accounted for.
- Assists in requesting internal resources to support completion of project activities.
- Complete work assignments by following established priorities, deadlines, and expectations; communicating progress and information; identifying and recommending ways to address improvement opportunities; and escalating issues or risks as appropriate.
- Effectively shares information with coworkers listens and responds to performance feedback; acknowledging strengths and weaknesses; and adapts to learning from change, difficulties, and feedback.

Qualifications:

- Bachelor degree required in psychology, public health, public policy, psychology, sociology or a related field
- Masters preferred with at least 3 years of experience in project evaluation and/or coordination
- Excellent oral and written communication skills and strong skills in quantitative and/or qualitative analysis
- Strong interpersonal skills and ability to work successfully in multidisciplinary teams
- Excellent attention to details and ability to manage competing tasks and project milestones
- The ability to anticipate realistic timelines (without over- or under-estimating); to set one's own project timelines; and to maintain 100% accountability for working within established timelines, i.e., self-directed

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Position Type: Part-time exempt (potential for full time nonexempt)

Location: Southeastern United States; Preference to South Carolina and Georgia

To Apply: To apply for this position, send your resume and a cover letter that clearly discusses your experience and its applicability to the position. Send emails to hr@evaluation-group.com. Include 'Project Evaluator/Coordinator' in the subject header. Also, visit our website to complete the [Job Application](#) at www.Evaluation-Group.com.

About Us:

The Research and Evaluation Group (EvalGroup) is a team of researchers and program evaluators that are dedicated and committed to providing our clients with necessary and valuable data and information to make informed decisions to improve their programs and organization. We provide data-driven analysis to help organizations understand the results of their programs and initiatives—and translate that data into actionable improvements. Our expertise spans a wide range of social impact areas, such as healthcare, social services, community development, educational achievement, arts and culture, and violence prevention. Consulting services provided by our firm include program evaluation, coordination, strategic planning, community engagement, communications, and capacity-building.

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