



Promoting equal access to economic opportunity
Transforming people's lives through entrepreneurship

23 East Beach Street Ste 209 Watsonville, CA www.elpajarcdc.org

Position Available: Research and Evaluation Fellowship

Location: El Pajaro Economic Development Corporation (EPCDC), Watsonville, CA

Start Date: January 2014, as soon as possible

Email Contact: mdoub@mindspring.com

EPCDC is seeking a talented individual with a background in community development, data analysis and management to optimize the organization's outcome measurement and reporting systems.

Organization Background:

El Pajaro Community Development Corporation is a 501(c)3 non-profit located in Watsonville, California. Our Mission since 1979 is to promote equal access to economic opportunity by transforming lives through entrepreneurship and business development. El Pajaro CDC's work in the rural central coast of California provides low and moderate income entrepreneurs with business incubation, technical assistance, training, loan packaging, marketing, management and business technology development services. El Pajaro CDC operates two micro-business incubators, a retail incubator cluster call Plaza Vigil, in downtown Watsonville and a recently establish commercial kitchen incubator nearby.

Position Overview: The part time (0.20 FTE) Research and Evaluation Fellow reports to the Program Specialist and is responsible for supporting and improving the organization's MIS, outcome measurement and reporting infrastructure. The position involves working closely with staff to coordinate and implement the collection, analysis, and reporting of information used for outcome measurement, management dashboards, and grants reporting. The Research and Evaluation Fellow will:

- (1) Conduct semi-annual client follow-up and check-in sessions to monitor and improve outcomes.
- (2) Assist with implementation and lead documentation of the ongoing process of data collection, data entry, and analysis.
- (3) Implement use of monthly, quarterly, and annual reports with Staff and Board by improving data analysis and visualization.
- (4) Conduct a comprehensive literature review of comparable demographic, program and outcome research and evaluation to improve use of benchmarks and promising and best practices in program and policy advocacy.
- (5) Produce analysis and presentations of quarterly and annual outcome monitoring surveys.
- (6) Provide information and analysis for the purposes of program development, policy advocacy, and strategic leadership.

The position requires a highly organized, detail-oriented person comfortable with producing practical numbers, technology, and quantitative analysis relevant to a wide-range of users and audiences.

Job Responsibilities:

1. Assist with production of regular reports: Scorecard, Dashboards, etc.
2. Analyze and prepare results from Quarterly and Annual Outcome Assessment Surveys
3. Help maintain and improve program performance monitoring processes, technology, and reporting systems.
4. Maintain and improve program outcome monitoring processes and reporting—including, but not limited to, managing systematic surveys, interviewing, and follow up with participants.



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5. Maintain mission-driven cultural and social competence and relevance of the MIS products and systems.
6. Develop and maintain Monitoring and Evaluation policies and procedures section of the Operations Manual for staff use
7. Manage and update system descriptions as needed: Monitoring and Evaluation Plan, Reporting Requirements and Definitions, SMART goals for staff work plan, etc.
8. Manage third-party research and evaluation projects as needed.
9. Maintain, contribute to and disseminate knowledge exchange of industry-wide best practices, benchmarks, and trends.
10. Assist with MIS and database improvements and expansion projects as needed.
11. Other duties as assigned

Qualifications:

- Bachelors degree required (and/or 4 years of relevant job experience acceptable)
- Strong computer and analytical skills required (Excel power user, Access or other relational databases, Outlook, Word)
- Spanish/English bilingual and bicultural fluency and/or comfort
- Highly organized, detail-oriented project management experience required
- Passion for community development and for improving lives in underserved communities.
- Pragmatic and customer-oriented project or program manager experience desired
- Masters degree and/or course work in statistical analysis and/or Management Information Systems strongly desired
- Previous experience in program evaluation, non-profit management, business and community development desired
- Previous experience with applied/participatory research and evaluation desired

Benefits and Compensation:

- Comprehensive cohort training program on topics relating to rural microenterprise and the nonprofit sector.
- Access to experts and leaders in microenterprise and microfinance
- Individual training and orientation
- Mentorship by a seasoned manager
- Opportunity to develop professional experience in the nonprofit sector with a leading microenterprise organization
- Modest stipend

To Apply:

Please send cover letter and resume to mdoub@mindspring.com. Position open until filled.