

Job Title	Evaluation and Learning Coordinator
Employer/ Agency	Working Partner LLC, Houston-based strategy and evaluation firm
Job Description	Responsible for contributing to the success of Working Partner's clients and projects by supporting the company's ongoing planning, data management, learning, and engagement efforts. Also contributes to continuous quality improvement across the organization's efforts. Must be detail oriented with strong inter-personal and communication skills. This is a good opportunity for a relatively new evaluator or emergent learner who wants to build their skills.
Qualifications	<p>Bachelor's degree in social sciences, life sciences, or related field</p> <ul style="list-style-type: none"> o Understanding of evaluation and strategic planning. o Ability to work as part of an inter-disciplinary team to plan and assist in conducting evaluations, strategic plans, and community engagement. o Ability to plan and Implement the work o Strong research skills o Knowledge of various evaluation designs (non-experimental, experimental, quasi-experimental) o Ability to gather and analyze data using qualitative or quantitative approaches, such as interviews, group processes, observation, surveys, electronic data files, or other methods. o Write interim reports and assist with final reports and presentations o Ability to reach out and communicate with diverse stakeholders o High level of accuracy and attention to detail o Ability to communicate effectively in Written, Oral, and Visual form
Salary/Hours	Full -time/Non-Exempt. Salary range between \$32,000 - \$37,000
Employer/Agency	Working Partner LLC
Address	1302 Waugh Drive, #126
City, State, Zip	Houston, Texas 77019
Contact Person	Jessica Pugil
Contact Title	Principal
Telephone Number	713-702-0863
Email Address	Jessica@TheWorkingPartner.com
Application Method	Email cover letter, resume, and salary requirements by Nov. 29, 2020
Opening Date	Immediate

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