



Position: Evaluation Coordinator

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

Organization: South Carolina First Steps (SCFS) is both a nonprofit and state agency and is the only dedicated, comprehensive early childhood agency in South Carolina focused on getting children ready for school and life success. Annually, we serve more than 30,000 children. Established by the South Carolina General Assembly in 1999, SC First Steps provides funding and support to a network of 46 local, First Steps partnerships, one in every county. Through the partnerships, First Steps provides evidence-based parenting, literacy, and development programs; training for early childhood educators; child care scholarships; child care quality enhancement; and a slate of other early interventions. Through First Steps 4K, the agency partners with over 200 child care centers to offer free, high-quality, educational Pre-K 4 to more than 2500 children. In addition to developing, funding, and supporting programs and initiatives statewide, South Carolina First Steps coordinates the activities of the South Carolina Early Childhood Advisory Council, a collaborative body representing the state's early childhood system. The Early Childhood Advisory Council works to ensure that South Carolina's children arrive at school ready to reach their highest potential, are healthy and safe, and are actively supported by their families and communities.

The diverse workforce that makes up the 65+ member team at SCFS includes salaried and hourly positions and is governed by a State Board of Trustees. As an organization, we value: children, relationships, equity, high quality, and results. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

Team: Strategic Impact

To improve results for children, families, and communities in South Carolina and beyond, the Strategic Impact team at First Steps works collaboratively with partners at all levels to make high quality data accessible and actionable through equitable and inclusive strategic planning, evaluation, and research.

Description:

The Evaluation Coordinator will support research and evaluation at South Carolina First Steps and will be actively involved in projects from initiation to dissemination with rigor and robust scientific principles. This role will report to the Strategic Impact Manager. This position will be located in the SC First Steps state office located in downtown Columbia.

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

To apply visit <https://bit.ly/3bJCpiR> and submit your cover letter and resume to Avian Jones at HR@scfirststeps.org
