



Position: Local Partnership Evaluation Coordinator

State job classification: Research and Planning Administrator (Band 6)

Status: Temporary Grant

Organization

South Carolina First Steps is both a 501(c)3 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 57,000 children. Established by the South Carolina General Assembly in 1999, 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 250 child care centers to offer free, high-quality, educational Pre-K 4 to more than 3,300 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 First Steps 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 First Steps is a state-wide organization, some positions are remote, and some require travel.

Team: Research and Strategy

The Research and Strategy team supports both First Steps and the Early Childhood Advisory Council. To improve results for children, families, and communities in South Carolina and beyond, the Research and Strategy team works collaboratively with partners at all levels to make high quality data accessible and actionable through equitable and inclusive strategic planning, evaluation, and research.

Purpose

The Evaluation Coordinator will support evaluation efforts at South Carolina First Steps through research, data management, measurement, analysis, and dissemination, as well as survey development and administration. The Evaluation Coordinator will lead and support all local partnership program, project, and grant evaluations, as well as contribute to other projects as assigned. The Evaluation Coordinator will take ownership of research and evaluation projects from conception to dissemination with integrity, rigor, and robust scientific principles. This is a temporary grant position that has guaranteed funding through June 30, 2025, with potential for an extension should funding be available, and will report to the Director of Research and Strategy. The Evaluation Coordinator's physical office will be in Columbia, SC.

Duties

- 35%: EVALUATION PROJECT MANAGEMENT: Serve as lead evaluator or evaluation support on local partnership program, project, and grant evaluations, including incorporating data from agencies outside of First Steps. Develop and administer quantitative and qualitative data collection instruments. Develop and manage data requests with internal and external entities.
- 30%: COLLABORATION: Collaborate with internal and external partners in development of research questions and methods and dissemination of findings. Lead stakeholders through meaning making and acting on findings. Contribute to agency initiatives supporting the data literacy and numeracy of staff and stakeholders. Collaborate closely with members of the Research and Strategy team and other partners. Lead and support meeting facilitation and notetaking as requested.
- 30% DATA ANALYSIS, VISUALIZATION, AND INTERPRETATION: Utilize software (i.e., SAS, NVivo, Tableau) and best practices to analyze, interpret, and visualize data. Tell compelling stories using data to a variety of internal and external audiences. Prepare and present reports to staff, the Board of Trustees, policymakers, partners, and funders. Work collaboratively with internal and external customers on the transition and implementation of the new program and case management data system (KITS) and support the training of staff and development of standard reports.
- 5%: OTHER DUTIES AS ASSIGNED.

Qualifications

- Enrolled in or graduate of a master's or doctorate from an 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, submit your cover letter and resume to Avian Jones at ajones@scfirststeps.org