



Temporary Evaluation Assistant For Evaluation Department

Job Description

Job Title: Assistant for Evaluation Department (non-exempt)

Summary: The Evaluation Assistant performs a variety of duties to maintain smooth internal operations that assist the Evaluation Manager and Evaluation Coordinator with evaluation activities related to contractors, stakeholder communications, and other Commission business. In addition, this position has primary responsibility for data entry and supporting data collection activities on behalf of First 5 Contra Costa funded programs.

This position is a temporary position with the possibility of permanency in the future.

Reports to: Evaluation Manager

Standard Functions and Responsibilities: The duties outlined below are expected to be carried out for this job position. These duties are important for the effective operations of the organization.

- Provide administrative support to Evaluation Coordinator and Evaluation Manager in the development of materials and activities focused on carrying out the Commission's evaluation plan
- Arrange events, program meetings, community meetings and trainings including securing event location, food, childcare, and preparation of meeting materials as well as delivery of meeting materials – some offsite meeting attendance required
- Take meeting minutes and assist in the development of meeting agendas
- Assist in the preparation of reports
- Handle special requests for information and materials as needed
- Work on individual projects as assigned
- Perform general clerical duties such as filing, faxing, copying and mailing materials as needed
- Participate, as a staff team member, in other Commission activities and projects as needed
- Ability to work in a fast-paced, challenging environment
- Ability to work independently and also as part of a team
- Must be a self-starter and a quick learner

Special Functions and Responsibilities:

The duties outlined below are considered to be the most significant responsibilities of a Senior Evaluation Assistant, those which are essential for effective performance in this position.

- Assist in the development and maintenance of systems to monitor, track and organize data collection activities of the Commission's contractors
- Support data entry into an online database and provide technical assistance to contractors
- Enter data into various Microsoft applications
- Develop forms and surveys
- Participate in and take notes for Site Visits with Commission contractors
- Provide support for Evaluation Department staff in meeting First 5 requirements in the areas of Finance, Contracts, Administration, etc.
- Proofread and copy edit evaluation reports
- Use data to format tables and charts in Word
- Strong numeric skills and high level of accuracy and attention to numeric data

Minimum Education and Experience Requirements:

The education and work experience requirements listed below are considered the minimum requirements for employment in this position.

- Baccalaureate degree or equivalent **OR**
- Three to five years experience in a similar position with progressive responsibility

Minimum Skill Requirements:

The skill requirements listed below are considered the minimum requirements for employment in this position.

- Strong organization and time management skills, with the ability to prioritize and to respond to work requests from two people with great attention to detail and follow through
- Strong knowledge of MS Office applications including Word, Excel, Access, PowerPoint, Outlook, including sophisticated knowledge of the Internet.
- Database management skills with the ability to produce reports and to use advanced functions.
- Self starter, ability to work independently and as a part of a team with diverse populations and groups
- Excellent computer skills in Excel, Microsoft Word, knowledge of Access and PowerPoint
- Strong verbal and written English communication skills
- Valid California driver's license

Preferred Skill Requirements

The skill requirements listed below are preferred but not required for employment in this position.

- Bi-lingual writing ability in Spanish
- Knowledge of SPSS.

Salary/Benefits

Starting salary range is \$31,000 to \$38,000, commensurate with experience. First 5 Contra Costa offers limited benefits for temporary employees.

About First 5 Contra Costa

First 5 Contra Costa Children & Families Commission was established in 1999 with a purpose of supporting local programs and services designed to help children 0-5 reach their greatest potential in school and life through the development of a seamless, comprehensive system of information and services. Our mission is to help children grow up healthy, ready to learn, and supported in safe, nurturing families and communities.

How to Apply

Please submit a resume with cover letter that includes three reasons this position is of interest to you and references.

Submissions received by May 5, 2008 will be given primary consideration; however this position will remain open until filled.

Send to:

First 5 Contra Costa
Evaluation Assistant Position
1485 Enea Court, Suite 1200, Concord, Ca 94520

Electronic resumes and cover letters should include Evaluation Assistant in the subject line and be directed to EvalAssistant@firstfivecc.org

First 5 Contra Costa is an Equal Opportunity Employer