



## Evaluation Coordinator

The Deep South Center for Environmental Justice (DSCEJ) is now hiring an experienced **Evaluation Coordinator**.

### About Us

The Deep South Center for Environmental Justice (DSCEJ) is a nonprofit organization dedicated to improving the lives of children and families harmed by pollution and vulnerable to climate change through research, education, community and student engagement for policy change, as well as health and safety training for environmental careers. Learn more at [dscej.org](https://dscej.org).

### Position Summary

Reporting to the Director of Evaluation and working cross-functionally, the Evaluation Coordinator will support program teams in developing and implementing program evaluation plans. They will play a key role in the identification and creation of data collection instruments as well as data management and analysis, and will support the Director of Evaluation in synthesizing and presenting evaluation results to internal and external audiences. DSCEJ is committed to participatory and utilization-focused evaluation, and the ideal candidate would be creative in their evaluative thinking and methodological approach.

### Duties & Responsibilities

- Coordinate program evaluation activities across DSCEJ programs and divisions;
- Contribute to evaluation planning with program teams, external partners and community members;
- Conduct formative research and create data collection instruments;
- Coordinate data collection, management, and analysis for programmatic evaluations;
- Contribute to funding proposals;
- Contribute to planning, writing, and creating manuscripts, reports and presentations;
- Translate findings and create data visualization tools;
- Work closely with program teams to track quality of programs and ensure that deliverables are being met;
- Coordinate scheduling of project meetings as needed.

## **Qualifications & Requirements**

- Strong commitment to the values of DSCEJ
- Experience and demonstrated proficiency in conducting program evaluation
- Experience or training in quantitative and qualitative methods
- Familiarity with database management software and data analysis software
- Familiarity with and orientation towards participatory and utilization-focused evaluation techniques and methods
- Experience in working in partnership with community members
- Application of an equity and justice lens to research & evaluation
- Strong data management, organizational, and communication skills
- Successful applicants may have a Master's degree in public health, social work, sociology, or similar fields; however, professional and lived experiences are valued in complement to, or in replacement of, academic experience.

## **Physical Requirements**

- Prolonged periods sitting at a desk and working on a computer
- Must be able to access and navigate the office
- Occasional travel required

## **Salary & Benefits**

- Salary range: \$60-70K (negotiable with commensurate qualifications and experience)
- Medical: Health, Dental, Vision
- Retirement: 401k with up to a 2% annual salary contribution on staff accounts
- Paid Life and AD&D

## **Location**

- Remote (local preferred)
- Office Location: 9801 Lake Forest Blvd, New Orleans, LA, 70127

## How to Apply

- Please email the following to [operations@dscej.org](mailto:operations@dscej.org):
  - A detailed cover letter highlighting your interest and applicable experience
  - Your resume
  - Three professional references
- Note: Please include “**Evaluation Coordinator**” in the subject line.

## EEOC Statement

*It is the policy of the Deep South Center for Environmental Justice to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity, genetic information or any other protected characteristic under applicable law.*

## More about the DSCEJ

The DSCEJ was founded by Dr. Beverly Wright in 1992 in collaboration with community environmental groups and universities in the Southern region to advance environmental justice. Since this time, the DSCEJ has become a powerful resource for environmental justice research, education, advocacy, as well as health and safety training for environmental careers.

The DSCEJ provides opportunities for communities, scientific researchers, and decision makers to collaborate on projects that promote the rights of all people to be free from environmental harm as it impacts health, jobs, housing, education, and quality of life. A major goal of the Center continues to be the development of environmental justice leaders in Black and other communities of color along the Mississippi River Chemical Corridor and the broader Gulf Coast Region.

To learn more, please visit [www.dscej.org](http://www.dscej.org)