

EPISCOPAL RELIEF & DEVELOPMENT JOB DESCRIPTION

TITLE: COORDINATOR, Monitoring, Evaluation, & Learning

REPORTS TO: Director, Strategic Learning & Impact

DEPARTMENT: Strategic Learning & Impact (SLI)

DIVISION: Global Programs

LOCATION: New York, NY or Remote USA

FLSA STATUS: Exempt

EFFECTIVE DATE: 3/22/2024

PRIMARY FUNCTION/PURPOSE: The Coordinator, Monitoring, Evaluation, & Learning (MEL) supports the effective management and execution of MEL projects undertaken by SLI staff, cross-functional teams, MEL consultants, in collaboration with implementing partners. The position is responsible for project management of MEL workstreams across the Global Programs Division. The MEL Coordinator works with accountable project leads and SLI staff and is responsible for scheduling, activities, documentation, and communication, using Asana project management software and Box.com. The position works with the Director, SLI in supporting Episcopal Relief & Development's core values and strategic goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Project MEL Planning Technical Assistance:* provide to partners for preparation of their annual Project MEL Workbooks [Excel] with their Program Officers
- *Project Monitoring Technical Assistance:* provide to a set of partners with their Program Officers so partners achieve clean, valid quarterly project data with analysis and quality reporting through their MEL Workbooks or the digital monitoring system.
- *Project Evaluation Workflow Management:* coordinate the multi-year evaluation plan and calendar, execute the workflow process with tools with partners and consultants conducting evaluations, in conjunction with Program Officers and project teams. implement evaluation dissemination plans, including events and knowledge products' distribution, with the Focus Area Directors.
- *Partner Tablet Management Process:* organize annual data collection tablet plan and budget with SLI and Focus Area Directors, coordinate process for partners' tablet acquisition, liaising with Program Officers and IT to ensure agreements are signed, data security installed; maintain records of tablets in active use.

- *MERL Consultants/Vendor Administration:* prepares and executes competitive bidding processes and the contracting process, including consulting agreements with Scopes of Work documents; prepares invoice payment requests, tracks submission of deliverables and invoices, and payments made.
- *SLI/MERL Administration:* organize and manage SLI annual plan and major initiatives with Asana work management software, required templates and Box.com; prepare meeting agendas and pre-assignments; maintain required documentation; communicate with team members to track agreed actions and ensure efficient information-sharing.
- *Back-up Support:* provides back up for MEL Officer
- Perform other duties as assigned.

EDUCATION:

- A Bachelor's Degree in statistics, economics, social science, International Development, Public Administration or related field

EXPERIENCE:

- A minimum of 2 years of program monitoring and evaluation experience in a nonprofit or government agency, preferably international development and/or humanitarian relief.
- Demonstrated familiarity with MEL principles and current approaches to monitoring and evaluation of projects using both quantitative and qualitative methods
- Proven effectiveness in project management and ability to organize and deliver work under pressure
- Demonstrated ability to communicate clearly in writing and orally in cross-cultural settings

SKILLS:

- Expertise in MS Excel, Word, PowerPoint; and in addition a project management software preferred
- Proficiency in statistical, data analysis and data visualization software a plus
- Project management skills; adept at organizing, planning, scheduling, and monitoring to contribute to projects' achieving objectives on time and at quality.
- Detail-oriented with strong organizing, prioritizing, and time management skills for effective self-management, task execution and personal accountability
- Strong interpersonal skills, proven ability to manage complex or difficult situations with tact, diplomacy and good humor
- Flexibility and adaptability
- Proven ability to produce high quality work independently and as part of team, collaborating effectively
- Demonstrated ability to establish and build relationships with a diverse array of professionals
- Fluency in English
- Quick learner

OTHER REQUIREMENTS:

- Passionate about Episcopal Relief & Development's mission and impact
- Ability and willingness to work Eastern time business hours and some business hours of implementing partner countries
- May be required to work long hours and a varied schedule including occasional evenings and weekends
- Ability and willingness to travel periodically in the U.S. and possibly in diverse and under-resourced environments internationally

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications. Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.

Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer (EEO). All employment practices will be administered without regard to an individual's actual or perceived protected characteristic(s) - race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or any other legally protected status.

Episcopal Relief & Development offers reasonable accommodations for individuals with disabilities. You may request accommodation at any time.

SALARY & BENEFITS:

Annual salary range of \$76,500-80,000

Competitive, comprehensive benefits package offered

How To Apply:

Email cover letter and resume to careers@episcopalrelief.org with the subject line **"COORDINATOR, Monitoring, Evaluation, & Learning"** For more information, visit our website at www.episcopalrelief.org. The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications. Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.