

Job Description – Monitoring and Evaluation Associate

Location: Roca Chelsea

FLSA Classification: Non-Exempt

Organizational Overview

Founded in Chelsea, Massachusetts in 1988, Roca's mission is to move disengaged and disenfranchised young people out of violence and poverty.

Roca's Intervention Model is a cognitive-restructuring and skills development intervention that was developed and implemented to address the high-risk, underserved population of 17-24 males who are either: 1) aging out of the juvenile justice or juvenile probation systems with a strong propensity for re-incarceration as an adult; 2) connected with the adult justice system; or 3) are high-risk members of the community being served who have a strong propensity for incarceration as an adult.

Roca has a strong organizational culture where learning, personal experience, leading with values, and having deep faith are essential to achieve bold goals with disenfranchised young people. Roca helps young people to change their behavior and shift the trajectories of their lives to move toward the outcomes of economic independence and living out of harm's way.

Position Overview

The Monitoring and Evaluation Associate work ranges from data entry to supporting compliance and data quality; and basic data analysis and preparation for daily/weekly/monthly reports. Roca uses Efforts to Outcomes (ETO) Database, a web-based performance management software created by Social Solutions. ETO is completely integrated throughout the organization to track staff performance and participant outcomes.

Responsibilities

Understand, practice and promote the vision, mission, and values of the organization.

Administrative Work

- Running and completing compliance reporting and follow up (forms, consents, tools, assessments, processing dates, etc..)
- Processing new Pay For Success (PFS) State batch referrals
- Processing new participant registration (self-recruits, SSYI, other grants)
- Updating registered participant status information
- Processing approved participant dismissals
- Manage data entry on specific grant required intakes or other items (i.e. CDBG or REDF intakes)

Reporting

- Basic reporting and ad hoc data requests as instructed
- Assistance with Data Preparation
 - Data prep/creation of flat files for report preparation, etc.
 - Prep participant pulls for Director/Assistant Director to manage meetings
 - Data prep for enrollment/dismissal meetings

Data Migration

- Data migration and batch uploads if we are transitioning components of the system to an updated version

Staff Support

- Focused on data entry for program as needed
- Training and coaching on the effective use of ETO
- Follow up on Compliance Issues (i.e. tracking down missing data identified by team)

Qualifications:

The very nature of Roca's work requires an individual of great commitment and energy to the mission. Roca seeks a highly driven individual who is a good fit both personally and professionally for the culture of Roca and will understand, practice and promote the vision, mission, values, methods, and models of Roca.

Roca expects candidates to have the following skills:

- BA preferred/Equivalent work experience accepted
- 1 to 2 years experience in data entry and analysis work
- Proficient knowledge of relational databases; experience with Efforts to Outcomes (ETO) software preferred
- Proficiency in Microsoft Excel and Access
- Excellent at organizing, managing and completing multiple complex projects and tasks simultaneously with thoroughness, accuracy, timeliness and good humor.
- Self-motivation, initiative, and sound judgment are essential.
- Ability to work as a part of a team.
- Strong communication skills (oral and written).
- Willingness and ability to work outside of normal business hours, and Holidays and/or weekends as needed.

Requirements for the position:

- Possible travel around the Harbor and Springfield Areas
- Computer Literate
- Working with diverse cultures
- Valid MA Driver's License and current Driving Record