



Position Title: Evaluation Project Coordinator
Reports to: Director of Programs & Evaluation
Status: Temporary, Part-Time (20 hours/week), Non-Exempt
Position Summary: Manage agency database transition. Serve as primary contact, coordinator and trainer for agency's database system.

Responsibilities:

- Work in collaboration with program staff, IT staff and contracted vendor to ensure timely and accurate transition to new program database
- Act as primary contact with vendor to communicate needs, coordinate meetings and ensure agency and vendor achieve their goals
- Learn specific usage of new database and fundamentals of previous system
- Track problems and changes, documenting solutions
- Develop written procedures for new database system
- Assist in the customization of the database for each agency program
- Provide customer support and training to agency users
- Ensure reports and data comparisons for agency departments, programs and leadership are adequate and appropriate from both the previous and new database systems
- Assist as needed in the closing of current database, maintaining all data integrity
- Provide administrative, technical and other support as needed to the Director of Programs & Evaluation
- Attend and participate in departmental/agency meetings and trainings as required
- Other duties as assigned

Qualifications:

- Bachelors degree in business, social service or related field preferred
- Project management experience in a non-profit setting
- Understanding of non-profit service delivery methods and systems
- Training or formal facilitation experience
- Data management, conversions and/or related experience helpful
- Experience with relational database helpful
- Database administration helpful
- Excellent interpersonal, verbal and written communication skills in English
- Some experience with system or business analysis helpful
- Ability to manage multiple projects
- Excellent computer and technical skills required, including Microsoft Access; CTK experience a plus
- Demonstrated ability to work and communicate effectively with people of diverse ethnic, economic, racial and cultural backgrounds
- Valid driver's license required
- Must be able to pass a criminal background check

Compensation: Minimum \$15.91/hour DOQ

For consideration please e-mail, fax or mail (e-mail preferred) your resume with letter of interest to:
humanresources@neighb.org; 651.789.2501; Neighborhood House, Attn: HR, 179 Robie St E, St. Paul, MN 55107
Position Posted: 09/22/10; Closing Date: 10/08/10

Neighborhood House is an equal opportunity employer committed to affirmative action and a welcoming work environment for people of diverse communities.

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