



MINISTRY DESCRIPTION

Title: Monitoring & Evaluation Assistant

Schedule: Temporary, Full-time

Department: International Program (IP)

FLSA: Non-exempt

Reports to: Program Effectiveness(PE)/Program Coordinator & Sr Director PE & Training

Ministry Function:

This position will assist the PE Program Coordinator in building, maintaining and improving data management systems to assure CoH is meeting and exceeding industry standards.

Essential Duties and Responsibilities:

1. Builds feedONE profiles for Communications and screening feedONE reports for all basic information and attachments on a quarterly basis.
2. Creates templates for field staff for reports that are currently entered manually and upload these reports to Salesforce.
3. Assure reports are received in a timely fashion on a quarterly basis and review for accuracy and full completion.
4. Manages data spreadsheets, including quarterly data and annual stats.
5. Builds reports in Salesforce and acquires specific data upon request.
6. Completes partner reporting templates quarterly and annually as required by partners.
7. Periodically runs measurements through Anthroplus.
8. Other duties as assigned.

Required, Knowledge, Skills, and Abilities:

1. Bachelor's degree in international development, economics or relevant field preferred; High school diploma or equivalent required.
2. 1+ years office experience required.
3. Proficient in computer knowledge and experience with MS Office and Google Office.
4. Strong attention to detail required.
5. Motivated to hit milestones and meet deadlines required.
6. Excellent written and verbal communication skills required.
7. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
8. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
9. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities: No supervisory responsibilities.

Created: 12/15/16

Revised: