



Monitoring and Evaluation Coordinator

POSITION DESCRIPTION AND RESPONSIBILITIES

ABOUT CORPSAFRICA:

Founded in 2011, CorpsAfrica provides the opportunity for Africans to serve in their own countries, along the lines of the Peace Corps model. We train college-educated young Africans and send them to live for up to one year in rural, high-poverty communities to facilitate small-scale, high-impact projects that are identified by local people. CorpsAfrica aims to create a culture of public service in Africa by giving participants the opportunity to apply their education, skills and energy toward helping their fellow citizens overcome extreme poverty.

www.corpsafrica.org

OVERVIEW OF THE POSITION:

Reporting to the Monitoring and Evaluation Manager and working closely with headquarters and country office staff, the Monitoring and Evaluation Coordinator will form an integral part of our headquarters staff. This position will ensure the organization's monitoring and evaluation protocols and tools are maintained at a professional level and are consistent with the expectations of our funders. He/She will work alongside counterparts in each country office to build and implement surveys and tools tracking both qualitative and quantitative data to assess and demonstrate the effectiveness of CorpsAfrica's programs. This is an excellent opportunity for a self-starter to build nonprofit experience, be creative, innovative and strategic, and play an important role in helping a dynamic organization expand carefully as well as boldly.

CLASSIFICATION: Part-time, non-exempt

SALARY AND BENEFITS: Salary is \$55,000 - \$65,000 commensurate with experience. CorpsAfrica offers a comprehensive benefits package including employer paid medical insurance, 401(k), and paid time off.

LOCATION: Washington, D.C., with a flexible telecommuting policy

REPORTS TO: Director of Monitoring and Evaluation

Specific responsibilities:

- Design, implement, and refine tools to collect data on all aspects of the Volunteer and Alumni experience, utilizing and coordinating outside consultants as needed
- Work alongside Director of Monitoring and Evaluation and CorpsAfrica staff to create training modules building a comprehensive understanding of M&E principles and incorporate M&E into every aspect of the Volunteer experience
- Collaborate with other M&E team members to produce outcome reports and data visualizations as required by supervisors and funders
- Develop and maintain calendars and dashboards for all evaluation and data management activities to enable all offices to provide required data
- Support data collection, cleaning, and analysis processes across country offices, and the implementation of a new database system to consolidate impact data
- Provide timely updates regarding country office compliance with required reporting
- Other responsibilities as assigned

Qualifications:

- Bachelor's degree is required, and at least three years' work experience in data analysis/visualization, program management, reporting, performance evaluation, business intelligence, database management, or other relevant experience from a Non-government Organization (NGO)
- Demonstrated experience with tools and techniques for managing and analyzing data

- Fluency in English is required; fluency in French is preferred
- Experience in quantitative and qualitative data analysis techniques, including statistical analysis software such as SPSS, STATA, etc., and experience in data management, including collection, cleaning, and analysis, is important for ensuring the quality and reliability of M&E data.
- Highly collaborative style and demonstrated ability to work across cultures
- Excellent written, oral, interpersonal, presentation, and creative problem-solving skills
- Proficiency in using M&E software, data management tools, and G-Suite (Docs, Sheets, Slides, etc.). Knowledge of data visualization tools and platforms is advantageous.
- Experience in utilizing gender and social inclusion sensitive indicators and measures
- A strong commitment to the mission of CorpsAfrica is required, with a desire to support youth leadership, participatory community development, impact evaluation, transparency, and accountability.

TO APPLY:

Interested applicants should submit a cover letter that illustrates qualifications relevant to this role and a résumé as a single PDF (titled, “LastName_FirstName – M&E Coordinator”) through the following link: [M&E Coordinator Application](#).

Applicants must be legally authorized to work full-time in the U.S. and should not require employment sponsorship. Only complete applications will be considered. **Deadline to apply is Sunday, June 18, 2023.**

As an Equal Opportunity Employer, CorpsAfrica encourages applications from all individuals regardless of age, gender, race, ethnicity, sexual orientation, marital status, physical ability or any other legally protected basis.