



STRONGER COMMUNITIES. STRONGER AMERICA.

## POSITION ANNOUNCEMENT

<b>POSITION:</b> Program Coordinator, Monitoring, Evaluating and Learning	<b>OPEN:</b> Immediately
<b>LOCATION:</b> Washington, DC, Los Angeles, CA; Phoenix, AZ; or Chicago, IL	<b>CLOSE:</b> Until filled
<b>CONTACT:</b> Monitoring, Evaluation, and Learning (MEL) Manager, Adult Education and Workforce Development	<b>SALARY:</b> Commensurate with experience

---

### BACKGROUND

**UnidosUS**, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit [www.unidosus.org](http://www.unidosus.org) or follow us on Facebook, Instagram, and Twitter.

### SUMMARY

The UnidosUS Adult Education and Workforce Development team is seeking a Monitoring, Evaluation, and Learning (MEL) Coordinator for a full-time position. The MEL Coordinator will contribute to UnidosUS's MEL efforts for a select portfolio of projects on the workforce development team and support the daily operation of UnidosUS's grants and data management systems. Responsibilities would include drafting process standard operating procedures and MEL plans, designing select data collection instruments, co-administering surveys and focus groups, managing routine data entry and cleaning, and supporting the development of high-quality reports and dashboards for clients and affiliates. This position will be based in Washington, DC; Los Angeles, CA; Phoenix, AZ; or Chicago, IL.

### RESPONSIBILITIES

- Develop and maintain an annual schedule of evaluation and data management activities.
- Support data collection, cleaning, and analysis processes across assigned programs in Adult Education and Workforce Development (WFD).

- Heavily contribute to the development of an impact data repository and day-to-day management of key data systems.
- Draft data collection tools and protocols for both qualitative and quantitative data collection initiatives.
- Collaborate with other WFD team members to produce outcomes reports and data visualizations as required by supervisor or funders.
- Support signature WFD team events, such as the biennial WFD Forum.

## **QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree in a relevant field from an accredited college or university required.
- Minimum of two years of experience in data analysis/visualization, program management, reporting, performance evaluation, business intelligence, database management, or other relevant experience.
- Demonstrated experience with tools and techniques for managing and analyzing data.
- Demonstrated experience working in nonprofits, community-based organizations, and diverse communities.
- Advanced level expertise in MS 365 Suite (Excel, Word, Teams, SharePoint) and project management tools.
- Ability to synthesize multiple sources of data into a coherent evidence-based reports for internal and external audiences.
- Familiarity with multiple data software programs (e.g., Survey Gizmo, Quickbase, MySQL or other relational database software, Blackboard, SPSS, project management systems) preferred.
- Familiarity with the U.S. Latino community, Latinx nonprofit organizations and the Latino workforce a plus.

### **Skills and Abilities**

- Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Accountability, *Respeto*).
- Commitment to the U.S. Latino community, Latino nonprofit organizations, and the Latino market.
- Excellent communication skills, both oral and written.
- Commitment to excellence and high standards.
- Excellent attention to detail, paired with a passion for process efficiency and documentation.
- Ability to work well independently and as a member of various teams and committees.
- Ability to manage multiple tasks, prioritize assignments, and meet deadlines.

- Ability and willingness to travel up to six times a year.
- Bilingual (English/Spanish) strongly preferred.

**Employment with UnidosUS is contingent upon successful completion of a background screen.**

**Please note:** Only those applicants who submit a cover letter and résumé will be considered for this opportunity.

**SEND COVER LETTER AND RÉSUMÉ TO:**

**UnidosUS**

[hrmail@unidosus.org](mailto:hrmail@unidosus.org)

**Subject Line:** Program Coordinator, Monitoring, Evaluation and Learning

**Attn:** Monitoring, Evaluation, and Learning (MEL) Manager, Adult Education and Workforce Development

**NO PHONE CALLS PLEASE.**

*EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.*