**Job Title**: Evaluation and Learning Coordinator  
**Employer/ Agency**: Working Partner LLC, Houston-based strategy and evaluation firm  

**Job Description**: Responsible for contributing to the success of Working Partner’s clients and projects by supporting the company’s ongoing planning, data management, learning, and engagement efforts. Also contributes to continuous quality improvement across the organization’s efforts. Must be detail oriented with strong inter-personal and communication skills. This is a good opportunity for a relatively new evaluator or emergent learner who wants to build their skills.

**Qualifications**  
- Bachelor’s degree in social sciences, life sciences, or related field  
- Understanding of evaluation and strategic planning.  
- Ability to work as part of an inter-disciplinary team to plan and assist in conducting evaluations, strategic plans, and community engagement.  
- Ability to plan and Implement the work  
- Strong research skills  
- Knowledge of various evaluation designs (non-experimental, experimental, quasi-experimental)  
- Ability to gather and analyze data using qualitative or quantitative approaches, such as interviews, group processes, observation, surveys, electronic data files, or other methods.  
- Write interim reports and assist with final reports and presentations  
- Ability to reach out and communicate with diverse stakeholders  
- High level of accuracy and attention to detail  
- Ability to communicate effectively in Written, Oral, and Visual form

**Salary/Hours** Full-time/Non-Exempt. Salary range between $32,000 - $37,000  
**Employer/Agency**: Working Partner LLC  
**Address**: 1302 Waugh Drive, #126  
**City, State, Zip**: Houston, Texas 77019  
**Contact Person**: Jessica Pugil  
**Contact Title**: Principal  
**Telephone Number**: 713-702-0863  
**Email Address**: Jessica@TheWorkingPartner.com  
**Application Method**: Email cover letter, resume, and salary requirements by Nov. 29, 2020  
**Opening Date**: Immediate

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