

Job Description

Job Title:	Evaluation Specialist
FLSA Status:	Full-time/Exempt
Department:	Strategy & Innovation
Reports To:	VP, Strategy & Innovation
Location:	Rung St. Louis
Schedule:	Varies; will include occasional evenings and weekends
Salary Range:	\$50,000 – 65,000

Description of Organization:

Rung for Women is looking for like-minded individuals to join our team of passionate and enthusiastic individuals who are committed to inspiring women to climb the economic ladder. We envision a world where all women can lead equitable and abundant lives. Rung offers professional and personal development opportunities, along with a supportive community of women who want to earn a thriving wage and overcome the systemic economic, social, and health barriers to wealth creation.

We believe in unlocking potential and possibilities in our staff and members. In 2023, Rung will focus on career pathways in the technology, geospatial, and advanced manufacturing industries.

Rung for Women partners with employers and training partners who offer a fast-track to career launch through short-term industry-specific training, on-the-job training, and apprenticeships. Our members gain access to a community of like-minded women, health and wellness amenities, and childcare to support them in achieving their goals.

Since our launch in March of 2021, more than 300 women have begun a journey with Rung. Many of them have completed coaching, and career training, and have achieved better employment opportunities and increased their income.

Rung is currently hiring several roles as we prepare to launch our innovated model that will allow us to focus on industries with the most high-impact career and income opportunities for women. If you would like to be a part of an organization that is disrupting the status quo in women’s personal and professional lives, Rung for Women is the place for you!

Our Mission:

Inspiring all women to climb the economic opportunity ladder.

Our Values:

- Innovate
- Collaborate
- Invite Joy
- Promote Self-determination
- Uphold Equity

Our staff are:

- Passionate about Rung’s vision & mission
- Collaborators
- Effective communicators
- Self-directed
- Value-adders
- Have a growth mindset and high EQ

Position summary: This position is responsible for managing Rung’s evaluation strategy, processes, and work, under the leadership of the VP, Strategy & Innovation. If you are a critical and creative thinker, have an inquiring mind, and love figuring out how complex ideas and services fit together, then this position is for you.

How you’ll help Rung achieve our vision: This position ensures that Rung can answer the question “What difference did you make in the lives of those you served?” This ensures the quality and impact of our services and helps us tell our story to stakeholders.

What you will do:

Ensure Rung has the information needed to make program and organizational decisions

- Develop, implement, and ensure all staff understand the Performance Management Plan
- Help develop/update Rung’s impact narrative, logic models, and associated evaluation processes
- Build a culture of learning that values data-driven decision making and prioritizes demonstrable results
- Own the impact reporting platform, structure, use, and improvement; support implementation and execution of platform improvements
- Train staff on use of the impact reporting platform
- Collect and contribute data to support the development of compelling stories and cases of impact
- Ensure compliance with all data security laws and regulations

Ensure Rung reflects on and learns from its experiences

- Manage internal CQI team
- Act as an advocate and coach for understanding and applying evidence-based learning and decision-making across the organization
- Provide regular opportunities for teams, departments, leadership, and all staff to reflect on, learn from, and take action on data in order to aid in team, department, and organization-wide decision-making as well as inform internal and external stakeholders in progress, challenges, and lessons

What you need to bring us:

- Passion for Rung’s vision and mission
- Demonstrated experience in working with individuals from diverse backgrounds
- Deep understanding of and experience in program evaluation
- Experience in developing, administering, and reviewing survey data and facilitating focus groups
- Knowledge of and experience with a variety of evaluation tools and databases; experience with Salesforce a plus
- Ability to synthesize complex/diverse information
- Commitment to quality and accuracy
- Analytical, imagination, and problem-solving skills
- Ability to consider all related facts and potential problems
- Intellectual confidence
- Proficiency with Microsoft Office products

Why Rung for Women?

Rung for Women knows that our success is the result of attracting, retaining, and investing in high caliber staff who have a passion for our vision and mission. When you thrive, Rung thrives. We therefore offer a competitive array of benefits, including:

- Comprehensive Health Insurance: Medical, dental, and vision (majority of the cost for employees is paid by Rung) plus short- and long-term disability insurance (fully paid by Rung)
- Retirement: dollar-for-dollar match up to 5% of the employee's annual salary after 1 year of employment
- Paid Time Off: Up to three weeks of vacation, 1 week off at end of December, 1 week of sick time, 20 hours of volunteer time, and 9 holidays each year
- Flexibility: flexible work schedule and ability to work from home up to three days/week
- Paid personal and family leave: up to 12 weeks paid time off annually for the birth of your child or to respond to your own serious illness; up to 2 weeks to respond to a loved-one's illness (after 1 year of employment)
- Cell Phone Reimbursement: up to \$75 monthly
- Professional Development: up to \$2,000 annually to further your professional development, plus monthly professional development in-services
- Team Building: organized activities throughout the year for departments and all staff to build a strong staff community

Rung for Women is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

Application Process

Interested candidates should submit a resume, cover letter, and any other relevant materials, to careers@rungforwomen.org. Please also complete a short, 5-minute assessment: <https://assessment.predictiveindex.com/bo/6KH/EvaluationSpecialist>