



Coordinator, Monitoring & Evaluation

Location: New York, NY

We believe in a world in which every human life is valued, and health and human dignity are shared by all.

We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more.

We believe change starts with her.

We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – [learn more](#).

We believe in people.

We strive to live out our core values of **collaboration**, **love**, **excellence** and **respect** every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We believe in strength through our diversity and encourage all persons of diverse backgrounds to apply.

Overview

The Monitoring and Evaluation (M&E) Coordinator will be based in New York City and provides support to CMMB's program Monitoring, Evaluation, documentation and reporting activities with specific focus on our Children and Mother's Partnerships (CHAMPS) project at a global level, including data aggregation, analysis, visualization, and reporting. They will be responsible for supporting timeliness and quality of monitoring data and evaluations conducted across CHAMPS sites. The M&E Coordinator will also provide capacity building for M&E teams within CHAMPS.

Reporting to the Monitoring & Evaluation Manager, the M&E Coordinator will contribute to the continual refinement and improvement of the CHAMPS program M&E system, and prepare valuable materials for the enhancement of organizational data use, supporting CMMB's ability to assess programmatic outcomes and impact.

Responsibilities

- Directly provide technical support to CHAMPS program M&E Officers and M&E Assistants at the project level, including capacity building and review of reports submitted
- Review all CHAMPS project data reports, including supporting reporting to track program progress toward CMMB global indicators
- Coordinate and support CHAMPS data reporting through CMMB MEL reporting software
- Conduct data cleaning and data analysis on existing program datasets and develop reports and materials to be used by programs teams and communications



- Ensure use of reporting templates and support in design or improvement of data collection and reporting tools on an as needed basis
- Support in the development of data visualizations for program management and communications materials, such as graphs, charts, and maps
- Participate in bi-annual Data Quality Assessments (DQAs) on CHAMPS indicators
- Support program research, including, but not limited to baseline/midline/endline evaluations; operational research; and special studies
- Coordinate the implementation, monitoring, and analysis of mHealth systems for CHAMPS, including medic mobile and kobotoolbox
- Supports HQ M&E Manager in development and implementation of CHAMPS M&E systems and policies
- Ensure proper data storage and security, by project staff and country/regional management
- Other duties as assigned by HQ M&E Manager

Qualifications

- Bachelor's degree in Public Health, Statistics, Evaluation and Measurement, Information Science, or other international development-related discipline.
- 1-2 years of experience in M&E or public health research
- Knowledge of quantitative data collection, analysis, and management methods using Excel, including data cleaning, creation of pivot tables, and development of dashboards
- Strong time management and personal organizational skills
- Experience in writing for research studies, as well as for communications materials, such as success stories and story telling
- Ability to multi-task and consistently provide deliverables within agreed upon timelines
- Experience in database management and creation of data collection tools
- Demonstrated ability in taking complex data and information and creating user-friendly reports and presentations for different audiences.
- Experience with qualitative analysis using known software such as Nvivo
- Working knowledge of French and/or Spanish language is a plus.
- Must be comfortable working for a faith-based organization.
- Must be authorized to work in the United States

How to apply

Visit our [careers page](#) for more information, and [click here to apply](#).