



Coordinator, Monitoring & Evaluation

Location: Primarily Remote with 10-15% Domestic and International Travel

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 data monitoring, program evaluation, and project reporting activities. They will be responsible for supporting the timeliness and quality of CMMB data, from helping the organization transition to mobile data collection, to providing data cleaning, analysis, and reporting support. and evaluations conducted across CHAMPS sites. The M&E Coordinator will provide capacity building for M&E teams. The role will have a specific focus on our Children and Mother's Partnerships (CHAMPS) project.

Reporting to the New York office M&E 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 project level M&E Officers and M&E Assistants, including capacity building and review of reports submitted
- Review all CHAMPS project data reports for data quality
- Coordinate and support project indicator reporting through our M&E reporting software, LogAlto
- 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
- Lead in development of new projects and new forms in LogAlto
- Support in assisting with strategic design of new reporting, analytics tools to increase visibility of project data within Microsoft PowerBI.
- Lead trainings on data management, facilitation, mobile data collection, and LogAlto for project staff
- Support in the development of data visualizations for program management and communications materials, such as graphs, charts, and maps
- 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, including Medic and LogAlto
- Support NY 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
- *Note:* These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.

Qualifications and Requirements

- 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, PowerBI, or other business intelligence tools, including data cleaning, creation of pivot tables, and development of dashboards
- Strong time management and personal organizational skills
- 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
- Experience in writing for research studies, communications materials, and proposals a plus
- Must be authorized to work in the United States.
- Comfortable working for a faith-based organization.
- Must be vaccinated against COVID-19
- French and Spanish language skills are an added advantage.
- Able to demonstrate CMMB's core values in action: Collaboration, Love, Excellence, and Respect

How to apply

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