



## **Families and Communities Together (FaCT) Evaluation Coordinator JOB ANNOUNCEMENT**

TITLE	Evaluation Coordinator
FLSA STATUS	Non-Exempt
PAY CLASS	Part-Time
REPORTS TO	FaCT Data and Evaluation Manager
LOCATION	Tustin, California

### **Who is Charitable Ventures and who is FaCT?**

Charitable Ventures was created to make sure nonprofits are resilient, effective and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially and economically just, our employees guide and design strategies to effectively address those needs.

FaCT is a community-based initiative supported by Charitable Ventures. FaCT is a County of Orange Social Services Agency public-private program. Since 1994, FaCT has provided support services to children and families through community-based collaboratives operating family resource centers. FaCT supports these community-based centers by providing program development and administration, funding, and training. FaCT receives federal, state, and county funds including U.S. Department of Health and Human Services- Promoting Safe and Stable Families (PSSF), Office of Child Abuse Prevention (OCAP), the County of Orange as well as volunteer, in-kind support and private foundations and donations

### **Do you have a passion for helping organizations tell stories by managing data as well as providing support for fundraising activities?**

If so, your passions align with the Charitable Ventures and FaCT mission!

### **What are we looking for in our next team member?**

Answer the questions below to see if you may be our new team member!



Are you ready to:

- Provide training and technical assistance to Family Resource Center staff regarding data?
- Ensure data integrity, deliver reports and provide analysis to FaCT stakeholders?
- Conduct research supporting the development functions of FaCT?
- Provide detailed administrative support to the FaCT Managers?
- Support the critical work of the social sector?
- Work with like-minded people?

**If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.**

### **Job Summary**

Work with the FaCT Coalition, FaCT Family Resource Centers (FRCs), Orange County Social Services Agency (SSA), and Program Administrative consultants (PACs) to support data collection, entry, processing, analysis, and evaluation requirements of all FRC Contracts. Primary responsibilities include performing data analysis and entry, supporting data trainings, utilizing the FaCT data management system, creating necessary reports, and supporting administrative tasks as needed.

### **What are the desired qualifications?**

#### **Education:**

HS diploma or equivalent is required. Bachelor's degree is preferred.

#### **Experience:**

One to three years of experience with data entry, analysis and evaluation is required.

Preferred qualification: Bilingual Spanish

**Compensation** Position is contract funded at \$26.30 per hour.

### **Benefits**

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**



**Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!**

### **Company Summary**

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

**Applications:** Please send cover letter and resume to [HR@charitableventuresoc.org](mailto:HR@charitableventuresoc.org).

*Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.*