

POSITION ANNOUNCEMENT

Evaluation & Data Specialist

Job Title: Evaluation & Data Specialist

Department: Prevention Department

Reports To: Prevention and Evaluation Director

FLSA Status: Full-time, Exempt

Work Hours: Weekdays – occasional evening hours required

Travel Expectations: Occasional travel required

Schedule Type: Hybrid, must be based in Pennsylvania

Salary Range: \$50,000 - \$55,286 annually depending upon qualifications.

Position Summary

The Evaluation Specialist supports data collection, management, analysis, and use across the Coalition. Working with Coalition staff, local rape crisis centers, and partners, the Specialist uses data to inform program planning, evaluation, continuous quality improvement, and grant activities. The position serves as an internal resource for data and evaluation needs, translating data into clear findings and actionable information that demonstrate impact, identify trends and needs, and advance strategic priorities. This is an on-site position with a hybrid work schedule requiring 2 days in our Harrisburg, PA office per week.

Essential Duties and Responsibilities

Data Management, Analysis, & Quality Assurance:

- Collect, manage, analyze, and interpret data across grants, initiatives, and local rape crisis centers.
- Monitor data throughout the year, including reviewing ETO and other reporting systems for accuracy, completeness, and consistency.
- Conduct periodic and quarterly analyses to identify trends, patterns, progress, challenges, and areas of need.
- Develop and maintain data processes that support accurate, consistent, and meaningful reporting.

Evaluation & Continuous Quality Improvement:

- Support the design and implementation of evaluation activities across grants and

initiatives.

- Analyze evaluation findings and translate results into actionable recommendations for grant improvement.
- Collaborate with staff to identify meaningful measures and use data to assess progress, outcomes, and impact.
- Support the integration of data and evaluation into program planning, organizational learning, and strategic decision-making.

Grant Development & Reporting:

- Identify, compile, analyze organizational, programmatic, and community-level data to support grant development and reporting.
- Develop grant narratives, tables, charts, and other materials for grant applications, reports, and funder communications.
- Support staff in identifying and interpreting data needs to demonstrate program progress, outcomes, and impact.
- Respond to funder data requests and support accurate and timely submission of data and evaluation information.

Data Visualization & Communication:

- Translate quantitative and qualitative data into clear, accessible charts, graphs, dashboards, and other visualizations.
- Develop written summaries and narratives that explain key trends, findings, and changes over time.
- Prepare data-informed reports, briefs, presentations, and other materials for internal and external audiences.
- Help communicate data and evaluation in ways that are accessible and meaningful to diverse audiences.

General Duties:

- Provide training, technical assistance, and support to staff, local rape crisis centers, and partners related to data, evaluation, reporting, and other areas within the position's expertise.
- Participate in internal meetings, projects, workgroups, trainings, and organizational activities as needed.
- Collaborate with staff, local rape crisis centers, and partners to support organizational goals, priorities, and mission.
- Maintain professional knowledge and skills relevant to the position and perform other related duties and responsibilities as assigned.

Supervisory Responsibilities

There are no supervisory responsibilities associated with this position.

Qualifications

Strong data analysis, interpretation, communication, writing, presentation, and training facilitation skills, with experience in data management, program evaluation, data reporting, data visualization, or a related field. Ability to communicate effectively with diverse audiences, translate complex information into clear and actionable findings, work independently and collaboratively, manage multiple priorities, and use standard technology and software for data analysis, communication, presentations, and documentation. Ability to travel statewide, including occasional overnight and weekend travel.

Education and/or Experience

Bachelor's degree in public health, evaluation, data analytics, statistics, social sciences, or a related field. Relevant educational and professional experience should demonstrate the ability to support data-informed program planning, evaluation, reporting, and organizational decision-making, with experience in public health, nonprofit or human services organizations, research, evaluation, community-based programs, grant-funded initiatives, or other settings involving the collection, interpretation, and use of data.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages. Ability to interpret bar and line graph data.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Requirements

Availability to travel statewide, including occasional overnight and weekend travel, for trainings, meetings, conferences, technical assistance, monitoring, and other Coalition activities. Must possess a valid Pennsylvania driver's license, required automobile insurance, and access to a reliable vehicle (or the ability to legally operate a corporate vehicle). Ability to work independently and collaboratively, adapt to varying work environments and schedules, and occasionally work evenings or weekends as needed.

Certificates, Licenses, Registrations

- A valid Pennsylvania driver's license is required.
- A minimum of 40 hours of Sexual Assault Counselor training facilitated by one of our partner rape crisis centers is required.
- Completion of training regarding the ETO data collection system and the Victim Services Satisfaction Survey reporting system.

Physical Demands

The physical demands described are representative of those met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made for individuals to perform the essential functions.

While performing the duties of this job, the employee will have sedentary work that primarily involves an individual remaining in a stationary position. The employee may occasionally be required to move/transport objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment

Work is performed in a variety of office, community, and training environments. Noise levels may range from low to moderate and may vary depending on the setting.

Other Duties As Required

While this document is intended to be comprehensive, it is not intended to be exhaustive or exclusive. Other duties relevant to the nature of the position, needed to cover absences or provide relief to equalize peak work periods, and/or to the achievement of the organization's strategic goals may be assigned at the discretion of the supervisor/manager.

To Apply

Respect Together offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at www.respecttogether.org by **October 23, 2026**.

Who We Are

Founded in 1975, Respect Together unites all elements of our work under one name with a continued commitment to our long-standing mission of preventing and ending sexual abuse, assault, and harassment. Respect Together's main divisions are the National Sexual Violence Resource Center (NSVRC) and The Pennsylvania Coalition to Advance Respect (PCAR). Collectively, we are working together to create a culture in the United States – and beyond – that values and upholds all people being treated with respect and free from all forms of sexual violence and oppression.

NSVRC:

- Identifies, develops, and disseminates resources regarding all aspects of sexual violence prevention and intervention.
- NSVRC is the leading nonprofit in providing information and tools to prevent and respond to sexual violence.
- Translates research and trends into best practices that help individuals, communities and service providers achieve real and lasting change.
- Works with the media to promote informed reporting.

PCAR:

- Partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania.
- Assures that communities have access to quality victim services and prevention education by providing funding, training, materials, and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.
- Provides resources and training on sexual assault-related issues to professionals across PA.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, enhances community safety, and works with media to increase public awareness, access to accurate information, and ethical reporting practices.

Mission Statement

Respect Together, through our divisions in the National Sexual Violence Resource Center and the Pennsylvania Coalition to Advance Respect, will create lasting change by mobilizing advocates, service providers, leaders, and communities to support survivors, advance victims' rights, and prevent sexual abuse, assault, and harassment.

Equal Employment Opportunity Commission

Respect Together provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.