

Job Assignment-Coordinator - CEI Data & Evaluation

- Manage implementation of all data and evaluation activities.
- Provide technical assistance to Community Education staff as needed.
- Serve as the liaison with external evaluation team.
- Manage Kairos case management system including trainings as needed.
- Build out Kairos case management system for schools as they come on board.
- Create regular reports for staff, partners, funders, and community members.
- Other duties as assigned.