**Evaluation Assistant**

**Purpose:** This position will assist the Communications and Evaluation Specialist in data management for prevention programs at SAFV as well as provide support to the development of internal and external communication systems for the agency and community coalition.

**Responsibilities**
- Work with the Communications/Evaluation Specialist to ensure all programmatic evaluation data is updated, collected, and entered into database systems in a timely and accurate manner.
- Keep all data organized both in online systems as well as in paper form.
- Analyze data and incorporate highlights into snapshots and data summaries to share with key stakeholders.
- Assist with the collection, compilation, and analysis of data for grant deliverables including but not limited to community needs assessments and annual reports.
- Keep social media sites and websites updated and relevant for all agency programs.
- Provide support to SAFV's communications team through the development of various media materials (e.g., LTEs, PSAs, e-newsletter articles, themed month messages).
- Provide support and assistance on the development of communication materials for various workgroups and programs as needed (e.g., toolkits/webpages for Pathways/BRITK Workgroups).
- Perform basic IT troubleshooting and maintenance for the prevention office.Attend local, regional, and statewide prevention and coalition workgroup meetings, SAFV communications and all-staff meetings.

**Qualifications**
- Strong communication and writing skills.
- Organizational skills and attention to details.
- Basic data management knowledge and skills.
- Interest in research, data analysis and compilation.
- Skills in photography, audio/video editing, website maintenance, graphic design, managing social media platforms, and developing media content.
- Ability to work effectively with diverse populations.
- Ability to work effectively both independently and as part of a team.
- Commitment to social justice and the empowerment of underserved populations.
- Must be proficient in Microsoft Office, Google Suite, and Survey Monkey, Adobe Suite, Mailerlite, Wix, Facebook, and other web platforms.
- Must be able to conduct oneself on and off the job in a manner that will bring credit to SAFV.
- Must pass a criminal background check within one week of employment.

**Education**:  Experience in evaluation and data management, website/social media development and maintenance preferred. Social justice and/or public health experience is a plus. Personal life experience considered.