



City Harvest, Inc.
575 Eighth Avenue 4th Fl.
New York, NY 10018
tel 917.351.8700 fax 917.351.8720
www.cityharvest.org

Organization: City Harvest of New York
Title: Evaluation Coordinator/Survey Administrator(Part Time)
Reporting to: Director of Evaluation
Location: New York, NY
Position Available: Immediately
Application Deadline: Until Filled

Now serving New York City for 28 years, City Harvest is the world's first and New York City's only food rescue organization, dedicated to feeding the city's hungry men, women and children. This year, City Harvest will collect over 28 million pounds of excess food from all segments of the food industry, including restaurants, grocers, corporate cafeterias, manufacturers, and farms. This food is then delivered free of charge to nearly 600 community programs throughout New York City. Each week, City Harvest helps over 300,000 hungry New Yorkers find their next meal. City Harvest also addresses hunger's underlying causes by educating individuals, families and communities in the prevention of diet-related diseases, channeling a greater amount of local farm food into high-need areas, enhancing the ability of our agency partners to feed hungry men, women, and children, and supporting affordable access to nutritious food in low-income communities.

The Evaluation Coordinator/Survey Administrator role is a part-time job (< 20 hours a week) which will assist in data collection in the field, coordinating and scheduling data collection volunteers and helping with data collection related to City Harvest Healthy Neighborhood programming.

Key Responsibilities:

Coordinate all field work related to evaluation & monitoring, ensuring that data collection shifts are populated in accordance with program calendar/implementation and evaluation study plans; coordinates volunteers, and maintains department calendar and data entry and cleaning protocols. Specific activities will include but not limited to:

- Scheduling and maintaining an active roster of all data collection activities and ensures coverage for all field work, including survey data collection/interviews.
- Working with Volunteer Services Department and community partners to routinely identify, match and place volunteers/survey administrators with evaluation projects
- Ensuring that administration of evaluation tools and other data collection projects are in line with the evaluation plan designed for such study, identifies barriers to achieving plan objectives and promptly notifies the Director of barriers
- Building and cultivating partnerships/relationships with community groups and institutions toward identifying a cadre of community volunteers to support evaluation goals, including data collection
- Maintaining Evaluation Department calendar, working with staff members to track project milestones and works with staff to resolve any challenges to completing required projects
- Managing all follow-up survey, focus groups and other qualitative data collection activities.
- Conducting and coordinating data entry and quality control processes, ensuring data is entered in a timely manner and ready for data analysis and reporting
- Developing and maintaining databases for qualitative data entry and analysis.
- Coordinate day to day activities related to different projects, providing general administrative support as required to meet the department's objectives; provides support in standardize presentation slides, reports and other documents and correspondence.
- Routinely searches scientific databases, online resources to identify and summarize research findings, identify emerging trends in relation to emergency food, hunger, nutrition and chronic diseases, and related research
- Provide general administrative support to the department.



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Requirements:

- Bachelor's Degree in Public Health, Health & Behavior; Nutrition, or closely related field
- Bi-lingual (Spanish) fluency required.
- Prior experience conducting surveys/research study interviews, focus groups and other forms of data collection needed to fulfil study requirements required
- Project management skills preferred.
- Excellent skills in Microsoft suite of office applications (Word; Excel; Powerpoint; Access & Outlook).
- Excellent written and verbal communication skills.
- Working knowledge of statistical software like SPSS preferred; working knowledge of Atlas-ti or other qualitative data analysis software a plus.
- Ability to work collaboratively with diverse racial/ethnic and cultural groups.
- Ability to multi-task and be detail oriented preferred
- Ability to work some weekends and during data collection events

At City Harvest, we enjoy working in a team-based environment and value the benefits of a diversified workplace. Women, people of color, and other underrepresented minorities are strongly encouraged to apply. City Harvest is an equal employment opportunity employer and does not discriminate based on age, citizenship, color, creed, physical or mental disability, ethnicity, family responsibilities, gender identity and expression, sexual orientation, marital status, race, religion, veteran status or other unlawful factors with respect to employment. City Harvest is committed to the maintenance of a drug-free workplace and ensuring compliance with the Drug-Free Workplace Act of 1988. Qualified candidates reflecting the cultural identity and ethnicity of the communities to be represented.

To apply, please submit your resume/CV and cover letter to: hr@cityharvest.org and make certain to include **Evaluation & Monitoring Coordinator** in the subject line. Please include your desired hourly rate in the cover letter. City Harvest conducts background checks for final candidates for this role.