Coordinator Role



**Position Title: Evaluation Coordinator**

Term: 1 year

Reports To: Director of Research

Voting Position: No

Supervisory Duties: No

Committee Members: No

Board Appointed: No

**Description:**

Assists in guiding strategy and direction of chapter events through the collection and analysis of evaluation data

**Time Commitment:**

5 hours per month

**Key Competencies:**

Detail-Orientation, Communication, TeamWork

**Primary Responsibilities:**

* Ensure electronic evaluations are created in SurveyMonkey and customized bitly links are provided to the Director of Research, Director of Programs, Chapter Meetings Manager, and Office Administrator at least two days prior to critical chapter events including:
  + Monthly chapter meetings
  + Professional development events
  + Annual conference
  + Employee Learning Week
* Analyze survey results and create survey summary to look for trends
* Update and maintain Programs Dashboard
* Provide summary reports to Director of Programs, Director of Special Events, Director of Research and Managers responsible for implementation of events
* Provide recommendations based on trends seen in the data
* Work collaboratively with other Board and committee members to make the evaluation data collection and reporting as efficient and user-friendly as possible

**Success Measures:**

* Survey links are created and sent at least two days in advance
* Evaluation completion rates (based on # of attendees who complete a form) increases over prior year
* Dashboards and summary reports are maintained and current
* Evaluation summary reports are provided to Directors and Managers prior to the last day of each month

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| **Privileges:** | **Additional Expectations:** |
| Position listed on your resume and LinkedIn profile | Member of ATD Puget Sound chapter for term |
| Opportunity to connect with ATDps members  Potential for career pathing into future Board positions | Meet success measures listed above |