



## Who We Are

Kaye Implementation & Evaluation, LLC was established in 2012 to conduct research and evaluation in the service of children, youth and families. We are a team of dedicated professionals with training and experience in the social services and social science. Our team is committed to supporting our partners to advance practice and outcomes through high-quality implementation, research, and evaluation.

## What We Do

We partner with child, youth, and family-serving organizations and their stakeholders to support programs to reach their intended outcomes. Our collaborative approach includes:

- Listening to our partners to understand context and the organization's goals.
- Identifying rigorous and innovative approaches and methods that can meet our partners' needs.
- Discussing evaluation strategies and making decisions together about how best to achieve program goals.
- Valuing diversity of individuals, perspectives, and expertise.
- Integrating research and evaluation practices that are culturally responsive and equitable.
- Working alongside partners throughout study design, execution, interpretation, and reporting to ensure that all evaluation activities are grounded in practice.
- Being nimble and flexible in response to emerging information about the evolving needs and changing circumstances of our partners, their programs, and communities served.

## Our Partners

Kaye Implementation & Evaluation partners with agencies and organizations that reflect diverse communities across the country. We help our partners to explore needs and identify solutions, build evidence about their services, and/or gather data about how to improve implementation and outcomes. Our partners have included: federal, state, and local government agencies; national and local foundations; organizations that provide training and consultation to advance evidence-informed or promising practices; and community-based child and family serving agencies.

## Our Team Approach

We strive to provide our employees with opportunities to grow, explore, and excel in a virtual, flexible, team-oriented workplace. We work together to deliver accessible and innovative implementation and evaluation services to our partners that exceed expectations and add value to their work with children and families. Employees work independently and as part of a virtual team that meets in person on a periodic basis. We value life outside of work and are committed to supporting the wellness of our team in addition to improving the lives of others. We strive to be a challenging, rewarding, and fun work environment that encourages curiosity and initiative and rewards teamwork and a commitment to grow and learn.

## The Position: Project Coordinator

We are looking for a highly organized and creative problem solver with excellent time management and communication skills, demonstrated project management expertise, and exceptional attention to detail. The successful candidate will be a quick learner who will collaborate effectively with coworkers to implement sound project management practices. We seek a candidate who has experience both helping project teams to respond and adapt to changing client needs, as well as supporting teams to complete their work and achieve their goals on time and within budget. KI&E desires candidates who are immediately capable of assuming existing project management activities and identifying opportunities for innovation and the adoption of new practices that can increase efficiency and improve performance. We are looking for a Project Coordinator who views project management as both a professional discipline and a critical service to our project teams and clients.

The Project Coordinator will perform project management activities for several evaluation projects simultaneously. The Project Coordinator will partner closely on each project with the Principal Investigator and/or Project Lead who will provide methodological leadership, manage client relations, and direct the project team. The Project Coordinator will keep the Principal Investigator, Project Lead, and entire project team well informed, help identify and mitigate project risks, and support ongoing compliance with project requirements.

The Program Coordinator will play a critical role in supporting KI&E to complete high-quality evaluations and related services that meet the needs of our clients and the communities they serve while staying on schedule and within budget. The Project Coordinator will have opportunities to learn and perform contract administration.

Specific areas of responsibility will include, but may not be limited to:

- Approaching project management with humility, respect for teammates, and a desire to understand the context in which project activities are occurring.
- Closely collaborating with KI&E project team members, Project Lead, and Principal Investigator throughout the life of a project.
- Effectively communicating with project team members, Project Lead, and Principal Investigator.
- Supporting team members to effectively use project management tools (e.g., RACI/RASCI, Gantt, and burndown charts).
- Developing and routinely updating project work plans to guide project activities and meet client needs.
- Partnering with teammates to develop and update project labor estimates based on planned work.
- Making and recording project purchases and managing project budgets.
- Drafting monthly project progress reports that summarize work performed by project teams.
- Performing routine quality assurance of monthly project timekeeping, expense reporting, and progress reporting.
- Supporting and reviewing client invoicing.
- Performing fiscal and contractual project recordkeeping and supporting team adherence to contract terms and conditions.
- Tracking hours of labor worked, project spending, and work completion and using this information to identify risks such as: under- or over-spending of project budgets, missing deadlines, and under- or over-utilizing individual team members.
- Proposing solutions to identified risks and supporting the implementation of risk mitigation strategies.
- Providing quarterly status updates on projects to KI&E senior leadership.

Additional areas of responsibility may include:

- Participating in or facilitating the development of new organization-wide project management approaches, practices, and/or standards.
- Training team members on key project management concepts, principles, and practices.
- Participating in the preparation, negotiation, execution, and closeout of contracts, subcontracts, and other agreements.
- Managing independent consultant agreements, subcontracts, and vendor agreements.
- Managing client, consultant, and subcontractor invoicing.
- Supporting workload management across team members within the organization by identifying time periods when individual team members may be under- or over-allocated.
- Assessing labor implications for new business proposals.
- Considering issues of justice, equity, inclusion, and diversity as part of project management activities.

This is a full-time, remote position with travel up to twice annually to participate in team meetings. The anticipated starting salary range for this position is \$60,000 - \$85,000 which will be dependent on factors including the successful candidate's educational and professional credentials, experience, and level of expertise.

Kaye Implementation & Evaluation values diversity and lived experience. We are an Equal Opportunity Employer and do not discriminate on the basis of race, ethnicity, color, religion, national origin, age, veteran status, marital status, sex, sexual orientation, gender identity, or any other protected status under applicable law.

## This Job is Ideal for Someone Who is...

- Mission-driven – finds purpose and meaning in supporting research/evaluation that helps people
- Collaborative – enjoys teaming and strives for individual and team success
- Curious – eager to learn, grow, and explore
- Analytical – applies critical thinking when solving technical and complex problems
- Detail-oriented – can focus on the details of work and keep the bigger picture in mind
- Intentional – values project management techniques and excels when thoughtfully applying them
- Adaptable & Responsive – thrives performing project management under conditions that are dynamic
- Organized – able to structure and prioritize tasks
- Conscientious & Gracious – approaches work and relationship building with humility and warmth

## Minimum Qualifications for Project Coordinator

- Bachelor's degree in project management, business, public administration, nonprofit management, or a related field or a PMP or similar certification from a reputable credentialing organization
- 2 or more years of experience conducting project management and performing responsibilities that will be expected of this position
- Experience performing project management with projects involving the development, implementation, evaluation, or continuous improvement of programs and/or service systems
- Experience performing project management with cost reimbursement and firm fixed price contracts
- Demonstrated experience estimating, tracking, and supporting management of available labor hours
- Demonstrated knowledge of project management concepts, principles, and practices
- Excellent organizational skills and time management skills
- Strong communication skills—particularly listening, as well as giving and receiving constructive feedback
- Demonstrated readiness to independently perform project management that will guide projects of different sizes and complexity to successful completion on schedule and within budget
- Demonstrated ability to protect confidential organizational and project information
- Ability to work on multiple projects effectively, both independently and collaboratively with a team
- Critical thinking and problem solving skills
- Demonstrated ability to develop and maintain collaborative working relationships with team members
- Strong commitment to a collegial workplace that supports team members to succeed, learn, and grow
- Ability to promote and contribute to an equitable and inclusive organizational culture
- Proficiency with Microsoft Office Suite

## Desired Qualifications for Project Coordinator

- PMP certification
- Knowledge and experience with multiple project management methodologies (e.g., waterfall, agile, lean, critical path)
- Bachelor's or master's level course work in social work, sociology, psychology, public health, public policy, public administration or a related human services or social science field
- Experience successfully performing project management with projects similar to those conducted by KI&E (i.e., research, evaluation, and consulting projects with human service programs)
- Familiarity with program evaluation with public and/or private human service agencies
- Knowledge of child welfare research, systems, and/or programs as a result of lived or professional experience
- Experience teaching others about project management concepts, principles, and practices
- Proficiency using a variety of types of project management software and tools
- Experience or familiarity with basic contract administration
- Experience applying diversity, equity, and inclusion principles in project management work

*To apply, please send a cover letter and resume or CV to [info@kayeimplementation.com](mailto:info@kayeimplementation.com).*