



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #: 249-23 **ISSUE DATE:** May 12, 2023

TITLE: **GOVERNMENT REPRESENTATIVE 2 (UNCLASSIFIED)** **CLOSING DATE:** May 26, 2023

FUNCTION: **DATA COORDINATOR, GENDER-BASED VIOLENCE**

LOCATION:
Department of Children and Families (DCF)
Division on Women
50 East State Street, 7th Floor
Trenton, NJ 08625

POSITIONS: 1

DISTRIBUTION: STATE-WIDE **SALARY:** Commensurate with education and experience.

SCOPE OF ELIGIBILITY: Opportunities subject to current promotional and hiring restrictions.

SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.

The Department of Children and Families' Division on Women (DOW) and Office of Applied Research & Evaluation are seeking a qualified individual to fill a grant-funded Data Coordinator position. This position is funded through the Health and Human Services American Rescue Plan-Family Violence Prevention and Services Act (FVPSA) grant.

The Division on Women (DOW) was established in 1974 as a pioneering state agency to create, promote and expand opportunities for women and other constituents throughout New Jersey. DOW coordinates and supports programs in the areas of domestic and sexual violence; cultural accessibility and inclusion; prevention; economic self-sufficiency and gender parity; and policy and assessment.

DEFINITION: The Department of Children and Families (DCF) seeks a candidate with strong data management and data analysis experience to support data capacity building and continuous quality improvement processes focused on DOW's sexual and domestic violence programming.

Anticipated tasks of this position include:

- Support the design and implementation of data and evaluation projects using qualitative and quantitative methods.
- Coordinate the projects of data, research and evaluation teams consisting of both research and programmatic staff.
- Review, summarize, and communicate findings from relevant scientific and national literature related to projects.
- Participate in the design of research protocols and data project plans.
- Draft, refine and maintain data collection tools, data collection systems and databases, as needed.
- Participate in fieldwork and data collection efforts.
- Maintain and ensure the quality of analytical files including analytical outputs and tables with evaluation findings.

- Facilitate continuous quality improvement processes related to DOW programs and services. Create and maintain standardized reports and data visualizations.
- Analyze qualitative and quantitative data using software packages such as Excel and SPSS.
- Support the development and maintenance of interactive data dashboards and visualizations using Tableau for program partners and stakeholders.
- Collaborate with stakeholder groups to implement evaluation projects, interpret data and develop recommendations.
- Communicate findings through presentations and written products to both internal and external partners.
- Manage project activities, maintain workplans, develop meeting agendas and notes, and ensure adherence to timelines.
- Participate in professional development opportunities as appropriate.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Master's degree in a discipline appropriate to the position.

EXPERIENCE: Successful candidates will have at least two (2) years of experience in research, evaluation and/or data analytics, including data analysis and proficiency in Microsoft Office. A focus on sexual assault, domestic violence, or related field is a plus. Must possess strong coordination and project management skills and be detail-oriented with an ability to deliver accurate, comprehensive results consistently. Ability to multitask with ease, prioritizing appropriately. Ability to work independently and collaborate in participatory evaluation with various program staff and stakeholders. Excellent oral and written communication skills.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume as a **single PDF document**, saving the file by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

Include the **Job Posting #** in the subject line of your email