

Data Collection Coordinator (Alamosa or San Luis Valley)

Ideal Candidate:

LGA Consulting seeks applicants with qualitative evaluation and data collection experience with human subjects, or a student who has or will be participating in a related class or degree program. The ideal candidate will be from Alamosa or the San Luis Valley and interested in or have experience with community-driven programs that make positive change. Preference will be given to bilingual candidates (priority is English with Spanish), and those who have received training in, or are willing to be trained in Protection of Human Subjects or Participatory Action Research.

This work has mandatory in person participation in Alamosa, and the San Luis Valley and some remote work. Reliable transportation is required. This is a contract position.

Screening of candidates will begin January of 2026 and contractors will be secured (contract signed) by the end of January early February 2026 to begin work in Feb-March 2026, including paid onboarding training.

Overview:

Power Together: Energy Solutions for Colorado Communities™ (Power Together) is an Xcel Energy initiative developed in collaboration with the Latino Community Foundation of Colorado (LCFC) and a team of consultants, including LGA Consulting. Power Together aims to improve how people understand and access existing programs, such as energy savings offered by Xcel in Colorado, by collecting feedback from customers and prospective customers. LCFC engages local Community Action Partners (CAPs) to serve as outreach specialists to gather resident feedback within three communities: Denver, Aurora, and the San Luis Valley.

To deepen the reach of the CAPs, the Power Together team is creating Hubs within local trusted nonprofit organizations to serve as central locations in the three communities to gather input to inform improvements in how energy savings programs are designed, offered, and communicated about in the state.

The Hub model builds a network of trusted, community-based organizations (CBOs) and trained local leaders (CAPs and Community Connectors) who facilitate ongoing, culturally grounded dialogue/feedback loops. This model draws inspiration from established outreach approaches rooted in Indigenous and Latino organizing traditions—such as those used by Promotoras, the United Farm Workers, and UnidosUS—to ensure community voice is centered and mobilized.

Together, CAPs, Community Connectors, and Hubs form a relationship-driven infrastructure that supports direct two-way communication between Xcel and the communities it serves. Community gatherings hosted through the Hub network—such as story circles, small group dialogues, house meetings, and informal conversations—are rooted in local customs and traditions, helping residents feel safe sharing experiences and motivated to propose solutions.

Job Summary:

The Data Collection Coordinators provide direct support to the Hubs, CAPs and Connectors to ensure that accurate, timely and holistic data collection of various kinds happen at each Hub. The primary responsibility of the CFC will be to ensure the collected data is accurately documented, stored and protected. Additional duties include assisting with survey distribution and completion, supporting and tracking community outreach, troubleshooting data systems, and helping Hubs, CAPs and Connectors with data entry. In addition, CFC will serve as general support to all aspects of the community data collection process from start to finish including outreach, hosting community conversations as possible. CFCs value a culture of serving and assisting others, collaboration, cultural responsiveness, and mutual learning. CFCs understand ethical, respectful research, particularly participatory action research, and will adhere to ethics in human research. CFCs are there to support, assist, and guide, not lead.

Core Activities:

- Provide overall support for accurate, timely, ethical data collection and protection for Hubs, CAPs and Connectors.
- Assist CAPs with 1:1 data collection and monthly reporting as needed.

- In collaboration with Hub staff, collect and submit monthly feedback forms on Hub performance (#of visits, meetings held, suggestions for being more inclusive, culturally responsive, and engaging broad, diverse audiences, etc.).
- Support survey distribution to and completion of by Hub patrons, and ensure collection of results and ensure data is recorded in the online system.
- Monitor and troubleshoot outreach data tracking. When data collection practices are inconsistent, incomplete, or unethical according to well-established human research practices, you will help address these by reporting them to the LGA team and assisting with implementing solutions.
- Support CAPs, Connectors and Hub staff with patron recruitment and participation in on-site listening circles, focus groups or other qualitative data collection activities.
- Attend meetings with the Power Together team and LGA Team. (Frequency to be determined).
- If needed, serve as an observer, note-taker or diarist at group or individual data gathering opportunities such as interviews, community dialogues, listening circles, focus groups, etc.
- Provide other support as needed as time permits.

Terms:

- This position reports to LGA Consulting AND will work collaboratively and under the guidance of the Hub team (Hub, CAPs, and Connectors).
- Monthly contract position for up to 20 hours per month for the set stipend amount of \$500 to be paid the last day of each month after work has been completed.
- For candidates seeking college class credits or hours for a practicum, independent study, research training or volunteering purposes, there is an option to have a qualified PhD supervisor complete the required institutional forms and provide mentoring.

Please submit a 1 page cover letter describing interest and fit and a resume to Dr. Nancy Hernandez at nhndz4@gmail.com. To learn more call 720-988-4326. Applications received until position is filled