

Title: Monitoring and Evaluation Coordinator – Asylum Services

Location: Remote

CWS Asylum Services, part of the Immigration and Refugee Program, provides comprehensive support to asylum seekers in the United States. This includes supporting reception at US southern border shelters, providing case management services across the US, offering remote support through the CWS Call Center, and providing legal services to asylum seekers.

The Monitoring and Evaluation Coordinator's primary role is to manage the implementation of monitoring, evaluation, and research for these services.

CWS seeks a motivated, flexible, and service-oriented individual to serve as a Monitoring and Evaluation (M&E) Coordinator. Strong technical skills are required. This individual must have the ability to work independently while coordinating regularly with a broader team remotely. Experience designing and implementing M&E systems is required.

The Monitoring and Evaluation Coordinator will be required to complete a background check and confidentiality agreement and will be expected to adhere to the CWS Code of Conduct.

Essential Duties:

- Develop a monitoring and evaluation plan for all aspects of CWS Asylum Services to ensure that high-quality and holistic services are provided across the continuum of services.
- Understand each grant's logical framework and develop systems for monitoring, evaluation, and data collection.
- Create and/or improve data collection tools.
- Implement monitoring and evaluation systems.
- Monitor project activities, outputs, and progress, ensuring program delivery aligns with programmatic commitments and clients' needs.
- Utilize program databases to collect and evaluate data.
- Analyze and organize data and summarize findings.
- Develop monthly, quarterly, and annual programmatic reports and contribute to grant proposals and public information as needed.
- Share evaluation findings with program staff and leadership.
- Conduct M&E training for other program staff.
- Develop and implement client feedback mechanisms.
- Track best practices.
- Participate in regular coordination calls and training facilitated by CWS.
- Other responsibilities as assigned.



Qualifications:

Education:

Bachelor's degree or equivalent professional experience.

Experience:

Monitoring and evaluation experience required. Strong writing skills required. Non-profit experience preferred. Previous work experience with asylum seekers, refugees, or asylees preferred.

Language: English fluency required, fluency in Spanish preferred.

Other Skills:

Strong computer literacy with knowledge of word processing and database applications. Ability to use standard office equipment in performing varied activities. Attention to detail. Respect of confidentiality.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, genetic information, disability or protected veteran status.

Apply at cwsglobal.org