



## POSITION ANNOUNCEMENT

**Position Title:** International Programs Information and Monitoring/Evaluation Associate  
**Category:** Full-time position  
**Reports to:** Senior Manager, Information and Evaluation  
**Location:** Kansas City, MO  
**Closing Date:** June 27, 2014

### About Water.org

780 million people – about one in nine – lack access to safe water; 2.5 billion people lack access to a toilet. At Water.org, we are dedicated to changing this. Join us.

At Water.org we envision the day when everyone in the world can take a safe drink of water and experience the dignity of a toilet. For more than 20 years, we have been at the forefront of developing and delivering solutions to the water crisis. Founded by Gary White and Matt Damon, Water.org pioneers innovative, community-driven, and market-based solutions to ensure all people have access to safe water and sanitation; giving women hope, children health, and communities a future. To date, Water.org has positively transformed millions of lives in Africa, Asia, Latin America, and the Caribbean by providing access to safe water and sanitation. Learn more at [www.Water.org](http://www.Water.org)

### Position Summary

We seek a smart, highly motivated, adaptive individual who will work on the International Programs (IP) team as an Associate. This entry-level position will improve the collection and review of IP-related data generated from our water and sanitation programs and engagements around the world. S/he will also enhance our evaluation efforts aimed at understanding and disseminating the outcomes and impact of our work. The International Programs Information and Evaluation Associate position will be based alongside other members of the IP team at our headquarters in Kansas City, MO, and will report to the Senior Manager, Information and Evaluation who is based remotely. S/he will also work occasionally with other members of the Water.org team in Bangladesh, India, Indonesia, Kenya, Peru, and the U.S.

### Key Responsibilities

#### ***Assist in management of data generated through our international programs and engagements***

- Conduct quality and consistency checks on partners' data submitted on a monthly basis
- Identify data questions and clarifications for Programs Managers and Officers' follow-up
- Respond to technical challenges with partners' data entry and reporting, liaising with other IP staff and third-party consultants
- Identify data gaps in Water.org's information database and work with Water.org staff to populate this information on a regular basis
- Develop user materials for Water.org's program MIS and provide training and technical support to US and country office staff
- Design and manage information datasets pertaining to monitoring data generated from Water.org and third party site visits. Assist IP team in developing easily accessible data summary tables and views



***Assist in evaluation data collection, management, analysis, and dissemination activities***

- Work with IP team members in U.S and international office to use consistent global monitoring tools and indicators
- Work with IP team members in U.S. and international offices and with third parties to collect timely, relevant, and accurate evaluation data from initiatives
- Develop and maintain data management framework to organize and analyze evaluation data
- Generate summary-level results within and across evaluation initiatives for the IP team and for other Water.org efforts
- Respond to requests from Water.org team members related to evaluation and learning activities
- Research and help identify key outlets for disseminating Water.org outcome and impact results, including publications, public events, etc.
- Assist in preparing materials related to the above outlets

***Coordinate other information-related activities, including but not limited to the following:***

- Research, review, and dissemination of global water and sanitation statistics and facts
- Prepare regular updates on IP-related organizational objectives and disseminate to Water.org Board and staff members
- Assist Senior Manager in responding to data-related requests from external stakeholders

**Requirements**

- Bachelor's degree in a field pertaining to management and application of information resources
- At least 1-2 years of experience in a professional office environment
- Computer literacy, including basic MS Office packages (especially Excel), online and/or in-house database platforms, and statistical software
- Must be authorized to work legally in the United States

**Skills and Capacities**

- Demonstrated record of outstanding academic achievement
- Familiarity with data management protocols and platforms
- Ability to convey complex data in accessible, informative manner through tools and reporting, often under conditions requiring an urgent response
- Ability to work within a team environment spread across multiple locations, including direct supervision from a remote location
- Background in project management
- Understanding of basic monitoring and evaluation concepts and frameworks
- Awareness of international development issues, particularly water/sanitation and microfinance
- Capacity to work professionally with people from different cultures
- Willingness to travel occasionally to Water.org locations and places of interest

**Salary/Benefits**

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, retirement program and periodic review for incentive pay based on organizational and personal achievement.



Salary will be based on education and experience, and will coincide with similar nonprofit organizations in international development. No relocation will be provided.

**Application Information**

Please visit [water.org/about/careers/](http://water.org/about/careers/) to apply. Please title your attachments with Lastname, Firstname. Resumés will be reviewed as they are received.

NO PHONE CALLS PLEASE

Deadline: June 27, 2014

***Water.org is an equal opportunity employer. We do not discriminate on the basis of age, ethnicity, gender, nationality, religious belief or sexual orientation.***

**Thank you for your interest in Water.org!**