**JOB POSTING**

**Job Title:** Monitoring and Evaluation (M&E) Specialist – Disaster Recovery

**Reports to:** Conference Disaster Response Coordinator (CDRC)/Long-Term Recovery Director (LTRD)

**Summary of the position:** On behalf of the Tennessee-Western Kentucky Conference of the United Methodist Church Disaster Recovery Connection (DRC), the Monitoring and Evaluation Specialist (M&E) for the Disaster Recovery Team of the Tennessee-Western Kentucky Conference is responsible for collecting all data and client stories to support grant proposals and reports, including analysis and evaluation of the information collected to monitor progress and ensure compliance with all grant requirements related to data collection, tracking and reporting.

**Qualifications and Skills:**

- **Mission Mindset:** An appreciation of the nature and mission of the Church is essential. Conduct business in a manner consistent with the mission, vision, and values of the TWK Annual Conference. Active membership in a United Methodist Church is preferred but not required.

- **Interpersonal Skills:** Capacity to work collaboratively, collegially and develop rapport with a wide diverse, variety of individuals and leaders. Demonstrate sensitivity to the needs of individuals and families in crisis. Ability to maintain appropriate service boundaries. Provide genuine care and respect for individuals, families, and communities served. Demonstrate an awareness of the impact of the disaster on the community, the family and the individual.

- **Conflict of interest:** Possess no outside business interest that may conflict with the client or the TWK Conference. Able to maintain ethical conduct in accordance with Conference policy.

- **Maintain confidences:** Commitment to complete confidentiality and high degree of integrity. Able to maintain high standards for protecting sensitive personal and financial information.

- **Attention to detail:** Takes responsibility for a thorough and detailed method of working.

- **Conflict Resolution:** Able to work calmly and effectively to resolve conflicts in sensitive situations; effective listening and interviewing skills; cultural competence relative to the population served.
• **Computer Savvy**: Highly proficient in the use of computers, including Microsoft Office, database, and spreadsheet software and demonstrate ability to learn new and/or customized software.

• **Communication Skills**: Excellent verbal and written communication. Able to speak in a public forum. Background in grant writing is helpful but not required.

• **Organizational Skills**: High ability to prioritize tasks and processes. Ability to plan, develop, and coordinate multiple tasks and projects, and conversations with staff and external partners.

• **Independent Action**: Able to work independently without close supervision on assigned duties and be willing to seek and accept supervision, as needed.

**Education and Experience Requirements:**

- A college degree or a minimum of 3 years progressively responsible positions related to grant writing and/or grant monitoring.

**Work Schedule, Number of Hours, & Compensation:**

- Full-time, temporary* for up to 90 days.
- $55,000
- Needs to reside within 250 miles of Nashville.
- Upon satisfactory completion of this period, and if the longevity of disaster recovery project needs remain, an offer for full employment status may be extended.
- Must be able to work remotely with some area travel and team meetings.

**Primary Duties/Essential Functions:**

1. Partner with the Long-Term Recovery Director and Regional Recovery Director to evaluate the current data collection and tracking system and where appropriate, offer suggestions to enhance and streamline the process, ensuring compliance with all grant requirements as well as the financial policies, procedures, and audit requirements of the Tennessee-Western Kentucky Conference.

2. Develop and implement a strategy for routine reporting of data for all recovery projects.

3. If all parties agree that changes are needed, work with appropriate staff to design and implement process improvements for data collection and tracking.

4. Coordinate with the UMCOR (United Methodist Committee on Relief) Monitoring and Evaluation Specialist(s) to implement best practices related to UMCOR-specific reporting requirements.

5. Partner with the LTRD and Regional Recovery Director and the recovery coordinator to create a strategy for evaluating over all progress, by aggregate and by project that includes baseline data collection, mid-project data collection and project closure data as well as data analysis and interpretation.

6. Assist LTRD and Regional Recovery Director and other recovery staff, as needed, in preparing recovery reports.
7. Manage administrative tasks and special projects, as needed, to support the recovery.
8. Partner with appropriate recovery leadership to evaluate volunteer and donor satisfaction and if needed, identify strategies for improvement.
9. Analyze and evaluate data to monitor the progress of the recovery projects related to the grants’ timeline and review this with the LTRD and Regional Recovery Director.
10. When there are discrepancies, work with the LTRD and Regional Recovery Director to review these with the recovery coordinator so that corrective action can be taken in a timely fashion.
11. Maintain familiarity with the projects and regularly review the monitoring and evaluation of data collection processes at each site.
12. Assist recovery leadership in improving communication and information sharing between field operations and staff headquartered in Nashville, TN as it relates to data collection and reporting.
13. Make recommendations for training related to data collection, tracking and reporting when needed.
14. Collaborate with the LTRD and Regional Recovery Director to meet data collection needs for all grant reports as well as providing data in support of grant proposals.
15. Monitor the tracking and reporting processes to ensure timely and accurate reporting of data and alert the LTRD and Regional Recovery Director if there is a problem that may cause a delay.
16. Provide statistics, client stories and other data as requested to the Communications Director, as well as other recovery staff, to assist in telling the story of recovery.

Physical Requirements:
While performing the duties of this job, the employee will be in an office environment. The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. The person in this position frequently communicates with the public and other co-workers on questions about client needs, community resources, and possible advocacy issues. Employee must occasionally lift or move office supplies or other items weighing up to 25 pounds. Minimal travel may be required to meet with clients, community agencies, or other conference staff within the TWK Conference area.

Stipulations:
- This is a temporary position for up to 90 days.
- Needs to reside within a 250 mile radius of Nashville.
- Upon satisfactory completion of this period, and if the longevity of disaster recovery project needs remain, an offer for full employment status may be extended.
- Have a valid driver’s license and vehicle to be able to drive long distances throughout the service area as needed for meetings.
- Passing a background check and online training process is required.
• Temporary positions are not eligible for conference health plan and pension benefits.
• Mobile office equipment, supplies, and cellular phone allowance will be provided.
• No unemployment benefits are available to conference employees, based TCA rules.
• Passing a background check and online training process is required, including driving record checks.

**Contact Information and Procedure:**
Qualified applicants, please send a letter of interest and resume to careers@twkumc.org and specify that you are applying for **M&E Specialist-Disaster Recovery** position. Job offer is contingent upon successful completion of training and background check. Deadline to apply is on or before Friday, August 26th, 2022.