



Jewell McFarland-Lewis Women's Resource Center Fresh Start Women's Foundation

Fresh Start Women's Foundation 1130 E McDowell Rd, Phoenix, AZ 85006

Title: Impact Specialist

Reports to: Communications and Impact Manager

Position Type: Full time

Schedule:

Salary: \$40,000-45,000

Organization and Mission: Since 1992, Fresh Start Women's Foundation has been on a mission to provide education, resources and support for women to positively transform their lives and strengthen our community. We envision a community where every woman reaches her full potential through achieving personal empowerment and financial self-sufficiency. As a 501(c)(3) nonprofit organization, Fresh Start helps women 18 and up focus on key areas of their lives, with a wide range of services, classes and workshops designed to teach self-confidence, life skills and career development.

Description:

The Impact Specialist will support members of the Fresh Start programs and services team gather outcomes and feedback on the client population. Reporting to and collaborating closely with the Communications and Impact Manager, the Impact Specialist helps to plan evaluation components for programs, measure and track outcomes, and report findings in a way that fosters organizational learning and decision making. This role is critical to the fidelity of our program and the success of the organization.

Position Duties:

- Engage with staff members throughout the organization to understand their evaluation and data needs.
- Support all staff as they work to input and utilize client and outcome data; ensure complete and accurate data entry.
- Conduct follow-up with clients post program completion, these follow-ups may be a combination of phone, email, and in person.
- Record keeping and note taking for various meetings.
- Ensure data quality and integrity in all program databases.
- Assist with client and volunteer feedback surveys and needs assessments.
- Assist with logic model creation and tracking.
- Performs other duties as assigned or requested.

QUALIFICATIONS:

- Experience in an administrative or nonprofit role.
- Computer application skills in: data entry, importing/exporting data, spreadsheets, managing databases is highly preferred.
- Proficient computer knowledge: windows operating systems, internet applications, email, Microsoft Word, Excel, and PowerPoint.
- Ability to work in a fast-paced environment and manage various tasks at once.
- Excellent communication and teamwork skills.
- Demonstrated ability to learn quickly, be self-directed, and take initiative.
- Ability to work well with and to support a multidisciplinary team.
- Ability to respect and maintain confidentiality of client information.