



Mercer County Job Announcement

Dan Benson, County Executive | Board of County Commissioners

COORDINATOR OF MONITORING AND EVALUATION

OVERVIEW

Position available for the County of Mercer, Department of Human Services, Office on Homeless Services. The Office on Homeless Services provides financial and technical assistance to community-based organizations to enable them to address the needs of the homeless or those at risk of becoming homeless in Mercer County and to improve the quality of life for those residents.

The Coordinator of Monitoring and Evaluation is a critical role focused on providing data-driven support to the Office on Homeless Services. This position will oversee the data mining, analysis, and management of the Homelessness Management Information System (HMIS), ensuring data integrity, consistency, and actionable insights. The candidate will work closely with community providers, stakeholders, and internal teams to interpret and use data effectively, enabling informed planning and strategic action.

KEY RESPONSIBILITIES

- Extract, analyze, and manipulate data within the Homelessness Management Information System (HMIS) to identify trends, patterns, and areas for improvement.
- Conduct rigorous data analysis to support actionable insights and inform planning for homelessness services.
- Ensure data quality, accuracy, and compliance with relevant data standards and privacy regulations.
- Enter and maintain data within the HMIS, including ongoing updates and validation to ensure up-to-date and reliable information.
- Develop and implement protocols for data entry and management to optimize efficiency and accuracy.
- Review and analyze HMIS data to develop strategic action plans and next steps to support service improvement.
- Collaborate with team members to design, implement, and monitor interventions based on data insights.
- Generate reports, summaries, and data visualizations to communicate findings and recommendations effectively.
- Serve as a primary point of contact for community providers, stakeholders, and partner organizations, facilitating clear communication on data findings and implications.
- Work with providers to enhance data collection and reporting practices, ensuring alignment with HMIS protocols.

- Provide training and technical assistance to stakeholders on data interpretation and HMIS functionality as needed.
- Translate complex data into meaningful insights and reports for internal and external audiences, including executive leadership and community partners.
- Prepare presentations and dashboards to communicate key findings and performance metrics.
- Support program evaluation and monitoring efforts by providing timely, data-informed feedback to relevant stakeholders.

SKILLS/ABILITIES

- Attention to Detail: Ensuring high standards of data accuracy and integrity.
- Problem-Solving: Identifying data-related issues and developing effective solutions.
- Adaptability: Navigating a fast-paced environment with shifting priorities.
- Ethical Responsibility: Commitment to confidentiality and data privacy standards in compliance with relevant policies and regulations

SALARY

\$66,951-\$80,302

REQUIREMENTS

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Six (6) years of professional experience involving the review, analysis, or evaluation of operating programs. OR Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

TO APPLY:

Candidate subject to all New Jersey Civil Service Requirements. Mercer County residency required within one (1) year of employment. Send application, resume and cover letter to Jackie Cornell, Deputy Director via e-mail at jcornell@mercercounty.org.