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Services Requisition	Project Contractor, Research and Evaluation
Level	Independent Contractor
Status	Contract
Department	Research
Location	Norwalk, CT and/or remote

SeriousFun Children's Network, founded by Paul Newman, is a growing global community of independently managed and financed camps and programs, which have come together with a common purpose – to provide transformative experiences to children with serious illnesses and their families, free of charge. Through our 30 camps and programs around the world, SeriousFun reaches more than 150,000 children and families annually. Learn more at www.seriousfun.org

About us: The SeriousFun Support Center is located in Norwalk CT. Our team of 33 staff members provides support services to SeriousFun camps and partnership programs around the world to ensure program and operational excellence, create awareness for the camps worldwide, and foster the continued growth of the Network as a whole.

SeriousFun is committed to fostering and ensuring a culture and environment that values the experiences, knowledge, and voices of all those who work to carry out our mission. We are continually focused on bringing our core principles of diversity, equality, and inclusion to life by embracing individual talents and experiences and encouraging ongoing learning and understanding.

This services requisition request is for an independent contractor to work with us for a specified period in time in 2024.

This project is perfect for you if:

You are a detail-oriented, experienced, kind, and collaborative monitoring and evaluation professional who is seeking a temporary independent contractor position that can help us launch a customized, cloud-based data system to advance the research and evaluation efforts of the Network and our 30 camps and programs. This position requires an individual who is organized, self-motivated, and able to communicate and work effectively with both individuals and teams at every level.

- You love to play with data and you love to help others use data to make decisions.
- You like looking for patterns in data and communicating with others.
- Sharing insights to help people is your jam.
- You can see things from the perspective of staff at our camps and programs.
- You can ask for things from busy camp and program staff in kind and considerate ways.
- You like teaching people how to do technical things.
- You are detail-oriented and don't mind going down rabbit holes if it means helping people understand things better or advancing the quality and values of our Network, include equity.
- You love numbers and technology, and are well-organized, follow up quickly, and prioritize the needs of the people and organizations we serve.

Key Deliverables

1. ~400 hours beginning in March 2024.
2. Support the transition of annual camp data collection to the new data system (Power SF). This involves supporting the standardized collection and monitoring of data, specifically program and participant data collected through web applications and Power BI.

3. Work with SeriousFun's IT company partner and the SeriousFun Research Director to develop processes and create efficiencies.
4. Provide advice and recommendations to SeriousFun Support Center staff as we build a new data system.
5. Develop materials and conduct trainings for camp, program, and Support Center staff such as instructional videos, guides, webinars, and online discussion forums.
6. Provide technical assistance and quality assurance to camps, programs, and the Support Center to support Power SF use.
7. Perform data entry to integrate previous years' data into the new system.

Minimum Qualifications

- Bachelor's Degree (e.g. BA, BS) or equivalent
- Years of Relevant Work Experience: 3-5 years
- Familiarity or experience with Power BI and/or similar cloud-based membership or attendance databases
- Strong data management and analysis skills
- Experience with Microsoft suite (Word, PowerPoint, Excel)

Preferred Experience and Skills

- Monitoring and/or evaluation certification
- Experience in monitoring, evaluation, and/or research for a non-profit or cause-based organization
- Experience working in NGO's or other non-profit organizations, particularly those with federated/networked structures.
- International and multicultural experience
- Ability to work effectively in remote situations or with remote colleagues/supervisor

Remote work option (contractor is responsible for own work computer and home office capabilities)

To apply for this position, please submit your resume and cover letter to Ann Gillard at agillard@seriousfun.org. Position open until filled.