



Position Announcement

Field Evaluation Coordinator to Work with Indigenous Communities Spanish-English or Spanish-Portuguese-English

November 15, 2023

SUMMARY: The Indian Law Resource Center (ILRC) seeks a field evaluation coordinator to join our skilled and committed team supporting an ambitious indigenous communities' land titling project. The field evaluation coordinator must have excellent organizational skills (data-related and otherwise) as well as excellent communication skills in both Spanish and English or, ideally, Spanish, Portuguese, and English. Recent work experience in Mexico or any country within Central or South America is very helpful. Experience working with indigenous communities in these regions is highly desired. The position is based in Washington, D.C. Extensive travel is key to the position.



Center staff visited indigenous communities in the Peruvian Amazon in November to document progress in titling indigenous lands.

CONTEXT: ILRC has been awarded a large, 7-year grant by the Kellogg Foundation to implement a major indigenous land titling project in Mexico and Central and South America that includes providing expert assistance to indigenous communities. Anticipated results include titles and legal protection for much more indigenous land, strengthened community and organizational capacity, and improved systems and laws. With the support of a strong evaluation, we are eager to continue learning, strengthening the work, and showcasing what we are accomplishing through this complex, multi-site, multi-country, multi-partner project.

POSITION OVERVIEW: The field evaluation coordinator will work closely with our project implementation team primarily to support evaluation but also to support other aspects of project implementation. An external evaluation consultant will provide

more in-depth evaluation support and training to the coordinator and strategic support to project evaluation overall. Components of this position will include, among others, evaluation planning, collaboration with ILRC staff and stakeholders, instrument development, extensive data collection in the field, data collection management, some

data analysis, some report writing and other forms of results sharing, and ensuring maximum use of evaluation results. Cultural competence and responsiveness are essential to this role, as we deeply value the expertise of the indigenous peoples who lead our team and who are our partners across the communities and countries in which we are working.

Key Responsibilities include:

- Work closely under the guidance of the project director and with the project implementation team and external evaluation consultant.
- Support the project team to carry out the evaluation plan and maintain momentum. (Years 1-2 evaluation plan already developed.)
- Support refining and updating of the evaluation plan as needed.
- Work effectively both verbally and in writing in English and Spanish. Ideally, work also in Portuguese.
- Build trusting, reciprocal relationships, including with indigenous community members and indigenous partner organizations, among others.
- Collect data and support overall project implementation in the field.
- Travel extensively, including to remote communities. (Please see details in the next section.)
- As appropriate, with support from the external evaluation consultant and project staff:
 - Develop and/or refine data collection tools (interview guides, surveys, document review processes, etc.) and data tracking systems.
 - Complete data entry.
 - Analyze data (quantitative/qualitative).
 - Prepare assessment and evaluation reports.
 - Share evaluation results with key parties.
 - Support ongoing use of evaluation results to strengthen the project.
- Contribute to other projects and ILRC work as needed.

Desired knowledge, skills, orientations, and abilities include:

- Strong, enthusiastic orientation toward collaboration as well as being a self-starter, able to work effectively independently.
- An extraordinary work ethic and high level of professionalism and commitment to representing ILRC.
- Excellent written and oral communication skills in Spanish and in English and ideally, in Portuguese as well.
- Proficiency in Microsoft Office (Word, Excel) and Google Docs and Sheets.
- Commitment to the rights of indigenous peoples and the goals of this project, including around the value of equity.
- Familiarity with indigenous communities and cultures (particularly in Mexico and Central and South America).
- Excellent rapport-building with indigenous communities and organizations.
 - Cross-cultural appreciation and cultural humility.
- Ability to travel extensively in Mexico and Central and South America, especially to indigenous communities – including remote communities – in Mexico and Central and South America. This includes traveling by bus, car, etc. on challenging roads, humble cargo-passenger boats, and/or small planes

- and then hiking into and staying for short visits in communities.
- Some travel to the ILRC office in Washington, D.C. and other destinations will also be needed.
 - Travel may comprise an estimated 30% - 50% of the job, including for considerable lengths of time (e.g., 5 – 14 consecutive days in the field).
 - Strong organizational and management skills and a pro-active approach to planning to successfully carry out the evaluation plan.
 - Basic understanding of evaluation and/or social science research and an interest in building these skills and working in this arena.
 - Experience collecting data (conducting interviews, surveying, reviewing documents, etc.).
 - Ideally, experience in developing data collection instruments (interview guides, surveys, etc.).
 - Ability to develop systems (using spreadsheets, etc.) to track project implementation, evaluation progress, etc.
 - Ideally, data analysis (qualitative and/or quantitative) skills.

Desired Education/Experience include:

- Experience working with indigenous peoples and organizations. **Indigenous individuals (particularly of Mexico or Central or South America) are strongly encouraged to apply.**
- Ideally, experience and/or academic training in program evaluation, social science research, data collection, etc.

COMPENSATION: This is a full-time, salaried position reporting to our Washington, D.C. office. Remote work from Mexico or Central or South America will be considered. The salary range is expected to be \$60,000 - \$80,000 but will depend on the experience and skills of the applicant and other factors including location. ILRC provides generous benefits including health insurance and retirement. All employees enjoy 120 hours of paid vacation annually, paid holidays, paid sick leave and personal leave, and other benefits.

PHYSICAL EFFORT: The position requires significant use of a computer at a desk/workstation; traveling to the D.C. office and surrounding areas; and travel, often to and in remote locations with very basic amenities in Mexico and Central and South America.

EQUAL OPPORTUNITY: ILRC values a diverse workplace and is committed to creating an inclusive environment for all employees. ILRC does not discriminate in the terms and conditions of employment based on non-work related factors such as race, color, religion, national origin, sex, age, sexual orientation, marital status, disability, personal appearance, or any other factor protected by applicable law. Indigenous individuals (particularly of Mexico or Central or South America) are strongly encouraged to apply.



APPLICATION PROCESS: The position is open immediately, and there is no closing date for applications, which will be considered as received. The job is posted here: <https://indianlaw.org/about/careers>. We will remove the posting when the position is filled. To apply, please email – in English – a cover letter, resume, and contact information for two professional references combined in one PDF document to Ms. Melanie Dayton at mt@indianlaw.org. Please also include the date by which you are available to start; we are interested in as early a start date as possible.