



Program Evaluation Manager

Community Health Improvement Partners (CHIP) is a registered 501(c)(3) nonprofit organization that serves as a leader in employing innovative, collaborative solutions for addressing critical community health issues across California. CHIP works to assess community health needs, engage stakeholders, and advocate to create policy, systems and environmental changes that reduce health disparities. CHIP's vision is for everyone to have the opportunity to achieve optimal health and well-being. CHIP is currently seeking a full-time **Program Evaluation Manager**.

The Program Evaluation Manager will lead evaluation efforts for the Independent Living Association (ILA) (www.ilacalifornia.org) and Recovery Residence Association (RRA) (www.rrasd.rorg) programs facilitated by CHIP. CHIP oversees the ILA in Alameda County, Fresno County and San Diego County and the RRA in San Diego County to improve the quality of shared housing to support individual recovery from mental illness and substance use disorders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential job duties include, but are not limited to:

Administration (20%)

- Provide technical assistance to project partners and staff
- Provide CHIP organizational support in the coordination and implementation of day-to-day activities, program impact reporting, and other identified special projects
- Travel to remote locations to support staff and assist with the implementation of program activities
 - Provide ongoing support to remote programs in refining and improving program activities

Evaluation (60%)

- Develop and maintain evaluation framework and activities for the ILA and RRA programs
 - Conduct research on successful evaluation models (i.e., Results-Based Accountability)
 - Identify key programmatic outcomes
 - Develop and maintain logic models
- Develop and maintain data management systems, construct data files, provide training to programmatic staff on data entry process, create and maintain written protocols on data management systems, conduct quality assurance checks on data entry and clean data as necessary
- Complete reporting requirements required by funder (i.e., quarterly and annual outcomes report)
- Develop and maintain data collection tools (i.e., pre-tests, post-tests, course evaluations and focus group questions)
 - Process data and report back to programmatic staff and subcontractors
- Extract and analyze qualitative and quantitative data using commercially available tools including Microsoft Excel and SPSS
 - Summarize results and develop recommendations to improve program efficiency and effectiveness
- Create graphs and charts for presentations to internal and external stakeholders
- Coach program staff in evaluation techniques to help build organizational capacity

Leadership & Strategic Partnerships (20%)

- Demonstrate a commitment to the values of CHIP by supporting and promoting the vision, mission, and goals of the organization
- Develop, expand, cultivate, and maintain relationships with subject matter experts



- With Senior Manager, conduct presentations to promote CHIP programs, identify and cultivate strategic partnerships (traditional and non-traditional partners) to increase membership in the Association, and participate in conference presentations to promote the ILA's impact across California communities

QUALIFICATIONS

Experience

- Minimum of 3 years of experience in program evaluation or research
- Must be familiar with foundations of program evaluation (i.e., CDC Framework for Program Evaluation in Public Health, the American Evaluation Association's Guiding Principles for Evaluators)
- Proficiency in Microsoft Word, PowerPoint and Access; advanced proficiency in Excel
- Evaluation or research experience in the health or housing sector (preferred)
- Experience working with community-based organizations and ethnically diverse communities and populations (preferred)

Education

- A Master's degree in program evaluation, statistics, economics, social science, or related field is required.

Skills

- Team player
- Ability to meet tight deadlines, as well as exhibit a high level of detail-orientation, organizational, and written and oral communication
- Knowledge of statistical theory, concepts, techniques, and analyses used in epidemiological, demographic, health and program development and improvement research
- Ability to explain complex, technical concepts to non-technical staff and program stakeholders

Compensation Range: \$45,000-\$50,000 (based on experience)

Competitive compensation and benefits available.

A valid driver's license is required.

Community Health Improvement Partners, Inc. is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.