



Program Evaluation Coordinator

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. Visit www.sdchip.org to learn more. CHIP is currently seeking a full-time **Program Evaluation Coordinator**.

The Program Evaluation Coordinator will support evaluation efforts for the Independent Living Association (ILA) (www.ilacalifornia.org) and Recovery Residence Association (RRA) (www.rrasd.org) 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.

The Program Evaluation Coordinator will possess the following core competencies: analytical, creative, strategic, takes initiative, highly organized, adaptable, team player, and communication.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential job duties include, but are not limited to:

Administration (20%)

- Provide operational support to program staff and partners
- Provide CHIP organizational support in the coordination and implementation of day-to-day activities, program impact reporting, and other identified special projects

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)
 - Work with program staff to 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
- 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
 - Report data outcomes at and participate in monthly/quarterly Work Team and Outcomes Measurement Group meetings
- Extract and analyze qualitative and quantitative data using commercially available tools including Microsoft Excel, Access, SPSS, and others
 - Summarize results and develop recommendations to improve program efficiency and effectiveness
- Work collaboratively with staff to complete reporting requirements required by funders (i.e., monthly, quarterly and annual outcomes reports)
- Create graphs and charts for presentations to internal and external stakeholders
- Document and present findings from evaluations and/or research projects in a variety of formats including but not limited to: white papers, scientific manuscripts, infographics, webinars and in-person presentations
- Assist with researching, providing recommendations, and implementing a more robust database



system to streamline current data tracking, analysis, and reporting activities

Management (20%)

- Coach team members in evaluation techniques to help build capacity within the department
- Advise management of each program's research needs, opportunities, strategies and best practices to help meet program goals
- Demonstrate a commitment to the values of CHIP by supporting and promoting the vision, mission, and goals of the organization
- Manage interns in respective department

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The physical demands/conditions described below are representative of those that must be met/tolerated by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Sitting at a desk for sometimes long and continuous periods of time
- Answering or making calls on the telephone for sometimes long and continuous periods of time
- Using a keyboard to perform research, and to communicate through written means for sometimes long and continuous periods of time
- Looking at a computer monitor for sometimes long and continuous periods of time
- Occasionally standing, walking, reaching, and stooping
- Lifting up to 30 lbs.
- Exposure to low to moderate noise level

QUALIFICATIONS

Experience

- Minimum of 2 years of experience in program evaluation or research
- Proficiency in Microsoft Word, Outlook, and PowerPoint; advanced proficiency in Excel required
- Knowledge of additional evaluation tools including SPSS and Access; ability to identify other evaluation instruments that can be tailored to program and department needs (preferred)
- Familiarity with foundations of program evaluation (i.e., CDC Framework for Program Evaluation in Public Health, the American Evaluation Association's Guiding Principles for Evaluators) (preferred)
- Experience creating reports used to promote program impact
- Experience pulling reports using Google Analytics (preferred)
- 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

- Bachelor's degree required, in program evaluation, statistics, economics, social science, or related field (preferred)

Skills

- Team player that can self-manage
- Ability to meet tight deadlines, as well as exhibit a high level of detail-orientation, organizational ability, plus excellent written and oral communication skills
- Knowledge of statistical theory, concepts, techniques, and analyses used in epidemiological,



demographic, and improvement research

- Knowledge of evaluation as it relates to health, housing and program development (preferred)

A valid driver's license is required.

COMPENSATION

Starting salary for this position is \$40,000 and based on experience. 40 hours per week. Full benefits package. Hourly employee status.

HOW TO APPLY

Please send your **resume** and **cover letter** to sswain@sdchip.org by **May 12, 2021**.

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