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 creating 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 Manager.

The Program Evaluation Manager 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 Santa Clara 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 Manager 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**
With or without reasonable accommodation(s), the essential functions of this position require certain physical and mental abilities. These abilities include, but are not limited to: sitting, standing, walking, bending, stooping, pushing, pulling, lifting (up to 25 lbs.), typing, writing (in English), reading (English), speaking (English), seeing, hearing, driving, basic mathematical calculations, problem solving, reasoning, composition, and decision-making. In addition, comfortability with entering home premises as needed by the program.

**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.

CHIP COVID-19 POLICY
Employment will be subject to providing CHIP proof of COVID-19 vaccinations. If not fully vaccinated, then weekly testing for COVID-19 in perpetuity until vaccinated and must submit a negative test result every Monday.

TO APPLY
Please submit a Resume and Cover Letter to Eyra Leeper, Vice President of Housing at eleeper@sdchip.org by October 31, 2022. Applications without a Cover Letter will not be considered.

Community Health Improvement Partners is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.