



Research and Evaluation Associate

Reports To:	Associate Director of Research and Evaluation
Department:	Research and Evaluation Department
Supervises:	N/A
FLSA Classification:	Exempt
Salary:	\$67-\$85K
Date Updated:	May 2024

Job Description

Summary/objective

The Research and Evaluation Coordinator works independently yet is a supportive role to the department of Research & Evaluation on multiple outcomes evaluation studies, performance improvement efforts, and applied research benefiting children, youth, and community wellbeing. The position includes monitoring data quality in our databases and surveys, entering and cleaning data to produce accurate statistics, maintaining manual systems integration, and supporting internal and external project communication. The Research and Evaluation Coordinator will support and monitor comprehensive evaluation processes that lead to informed decision-making and the delivery of high-quality, data-driven reporting to promote trauma-responsive approaches to care.

Principle Duties and Responsibilities:

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

- Provide support to the Director of Research and Evaluation to ensure data accuracy and impact, promote applied evaluation and research activities that support Hanna's mission, goals, and objectives and is mindful of the culture and trauma histories of the populations served.
- Draft quantitative and qualitative tools for data collection (e.g., surveys/assessments, focus group/interview questions) and conduct or provide support when launched.
- Monitors and manages data collection timelines and reporting schedules.

- As the main point of contact for data corrections, monitors and manages data quality to ensure accuracy, consistency, and reduce error.
- Assists the Director in maintaining manual system integrations synchronized constantly and addresses errors that arise.
- Meets monthly deliverables to leadership or other departments by creating graphs and tables to display findings.
- Supports drafting written and graphic data-driven reports summarizing qualitative and quantitative evaluation findings for multiple audiences with varying levels of access to findings.
- Participates in meetings with cross-functional departments, clients, and stakeholders, representing the department of Research & Evaluation and Hanna Center professionally.
- Maintain day-to-day communication with colleagues and clients.
- Provide support and training to staff outside of the Research and Evaluation Department that need help with data entry practices, data collection tools, or understanding outcome reports.
- Supports the Director with leading special projects that further data gathering efficiency for improved program evaluation and research.
- Other duties as assigned.

Required Qualifications

- Graduate degree in Social Science or bachelor's degree + professional evaluation experience.
- 1-2 years of experience using qualitative and quantitative social science research methods.
- Demonstrated expertise in entering and managing data in client databases. Experience in managing a CRM or EHR and advanced knowledge of Microsoft Excel is required.
- Ability to prioritize workload, distill information, synthesize, and communicate effectively with others.
- Detail oriented and committed to completing tasks with a high degree of accuracy.
- Strong professional verbal and written communication skills.
- Demonstrated ability to work effectively in collaboration with team members, colleagues, and clients.

- Ability to manage and organize sensitive information with attention to compliance, consent, and confidentiality policies.
- Resourceful, with strong organizational skills, including the ability to multi-task, prioritize efficiently, and creatively problem solve.
- Self-directed and able to work independently. Demonstrate willingness to continue to learn, grow and develop personally and professionally.
- Valid CA state driver's license.
- Enthusiasm and passion for Hanna's mission and programs.

Desired Skills:

- Ability to perform intermediate inferential statistical analyses using R.
- Experience with building data visualizations (Tableau, Canva, PowerPoint, etc.).
- Knowledge of Results Based Accountability and equitable evaluation methodologies.

Comments

- Must clear background check for a Community Care Licensed facility, including physical, tb and drug test.

Hanna is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Ready to Apply?

Send your resume and cover letter to: jobs@hannacenter.org