



# Program Evaluation Analyst

**JOB SUMMARY:** This job requires a motivated self-starter who is interested in evaluation, organizational metrics, reporting, and data quality in a mission-driven organization. Central to the role will be the ability to maintain a schedule of reporting requirements, initiate program evaluation inquiries, analyze data, assess outcomes, and provide recommendations to management and staff to improve service delivery. The position requires the ability to critically assess data and determine possible solutions to improve outcomes and build capacity. The position also requires excellent interpersonal skills to work with, train, and support staff.

## **DUTIES & RESPONSIBILITIES:**

Together with the Program Evaluation Team, support the effectiveness of HPP's programs, mission alignment, and service delivery through outcome monitoring, data analysis, and contract compliance.

### **Theory of Change and Mission Alignment Initiative Support**

- Support implementation of HPP's Theory of Change and mission alignment initiative, Moving our Mission Forward (MOMF), by providing reporting, analysis, and training support as needed.
- Provide weekly reporting support for HPP's direct service teams. This includes weekly capacity reports, on-time data entry, and other requested reports.
- Work with the Program Evaluation Team to continually evaluate the MOMF initiative.

### **Contract Compliance/Outcomes Monitoring**

- Support reporting, grant monitoring, and data integrity. This includes developing and maintaining reporting spreadsheets for multiple programs including, but not limited to: New Beginnings, FTC, KFT, Supportive Housing, and FRC. Produce monthly, quarterly, and annual reports on a timely basis.
- Take the lead in continuous quality improvement (CQI) efforts of selected contracts: set agenda and lead program CQI meetings as needed. Share findings with program management and build team contract literacy through regular ongoing meetings and support.
- Lead regular reviews of HPP's Salesforce database to ensure data quality and integrity. Construct queries, develop reports, and format information into organized and simplified report structures.

### **Special Projects/Trainings/Initiatives**

- Work closely with program management and staff to ensure effective and timely rollout of any changes to the Salesforce database or procedures.
- Support staff in learning new processes/procedures through trainings and one-on-one support.
- Support program staff to develop proposals, project reports and presentations.
- Prepare accurate and concise reports on projects that are often time-sensitive and deadline-driven.
- Manage multiple requests and tasks in a fast-paced and goal-oriented environment.
- Support Evaluation Team with strategic projects and initiatives, and lead projects as requested.

## **DESIRED QUALIFICATIONS:**

- Associates or bachelor's degree in public health, education, psychology, social work, sociology, public policy, community research or a related field or the equivalent of two years comparable work experience.
- Demonstrated ability to think critically, systematically, analytically and logically.
- Comfort and interest in contract reporting.
- Effective written and oral communication with exceptional organizational skills.
- Understanding of, and commitment to, anti-racism, social justice and HPP's mission and organizational values.
- Proficiency with Microsoft Word, PowerPoint, and Excel, as well as Google Suite.
- Experience with Salesforce (or other database management systems).
- Ability to maintain appropriate professional and personal boundaries with high integrity.
- Willingness to learn with a strong drive towards finding solutions.
- HPP recognizes the value of having a staff that brings a wide range of perspectives to this work based on language, ethnicity, race, gender, socio-economic background, political beliefs, sexual orientation, and



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disability. We are committed to maintaining a diverse, multicultural working environment and particularly encourage applications from candidates with lived experience in the communities we seek to serve.

## **PREFERRED QUALIFICATIONS:**

- Experience with contract reporting and/or contract compliance.
- Experience in, and knowledge of, working with diverse communities.
- Experience with community-based participatory research or other forms of qualitative research.
- Experience with program evaluation and data management in a non-profit or community setting.
- Spanish speaking.

**Physical Requirements:** TB test required annually. Covid 19 vaccination required. This position requires the ability to work under stress and handle multiple project deadlines. The position may require moderate lifting.

**Work Environment:** Fast-paced, multi-cultural, collaborative work environment

**Hours:** 39 hours/week

**FLSA Status:** Non- exempt

**Reports to:** Program Evaluation Manager

**Directly Supervises:** None

**Salary:** DOE + excellent benefit package

Please reply with **Program Evaluation Analyst** in the subject line to [jobs@homelessprenatal.org](mailto:jobs@homelessprenatal.org). Applications must have the job title in the description to be accepted.

The Homeless Prenatal Program is an Equal Opportunity Employer and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

## **About HPP:**

The Homeless Prenatal Program (HPP) believes every family wants to deliver healthy babies and raise healthy children in a stable and nurturing home. Seizing the motivational opportunity created by pregnancy and parenthood, HPP partners with families to help them recognize their strengths and trust in their own capacity to transform their lives. At the heart of our program is non-judgmental, supportive case management provided by Family Case Managers, the majority of whom were once HPP clients themselves. As the first agency in San Francisco to hire and promote former clients as employees, HPP is unique in that the community it serves has – from the organization's inception in 1989 – guided its growth and evolution. HPP serves over 3,500 clients per year through supportive, holistic programs including: Prenatal Classes and Support Group, Mental Health Services, Childcare Center, Housing Assistance, Emergency Services and Case Management.