Neighborhood Partnerships Job Description
Part-Time Evaluation Support

Compensation
Part-time position—20 hours/week. $15-$18/per hour, depending on experience and skill set. Health, vision, and dental insurance; annual 401K contributions; transit pass or parking; paid vacation and paid sick leave; paid holidays. New hires participate in onboarding training in equity and inclusion, and all staff participate in ongoing professional and personal development related to equity and inclusion.

Location and Schedule
The Evaluation Support will work from NP's office. This position is primarily internal facing, though there will be some contact with board members, grantees, partner organizations and program participants. Neighborhood Partnerships strives to value work-life balance. Some duties can be accomplished remotely or outside of traditional work hours, if desired.

About Neighborhood Partnerships
Neighborhood Partnerships (NP) has worked for 30 years to create a better Oregon, one in which we all can achieve housing stability and build financial security. We work as policy advocates, coalition conveners, and program administrators to increase resources, improve public policy, and spark innovation and collaboration.

NP manages the Oregon Individual Development Account (IDA) Initiative. We raise funds, collect data and oversee the IDA-related work of ten non-profit direct service partners. With an IDA, Oregonians with low incomes have their savings for an education, home, small business or other investment matched by funds generated through an Oregon state tax credit.

NP is the convener of the Oregon Housing Alliance, a coalition of over 90 organizations who believe that everyone needs a safe, stable and affordable place to call home. The coalition is dedicated to helping shape state housing policy and increasing the funding available to meet the needs of Oregon's communities.

NP is a team of about a dozen employees, committed to building a more equitable Oregon. We are committed to devoting dedicated time and resources at every level of the organization to address disparities based on identity and to apply an equity lens to all decisions, programs, and policies.

About this position
The Evaluation Support helps the IDA Initiative document the successes and challenges of IDAs in promoting opportunity for Oregonians. The Evaluation Support manages, cleans and analyzes data related to whom IDAs are reaching, how participants are impacted, and how policies and programs support positive change. The Evaluation Support works with data from participant feedback surveys, our client management system, and other sources. Working closely with the Manager of Data Analysis and Evaluation, the Evaluation Support brings creativity, critical thinking, and problem-solving skills to their tasks.

Job functions:
1. **Manage our participant feedback survey system.**
   Use Excel and the client management system to identify participants who need a participant feedback survey. Use survey management software (Qualtrics) to track distributions and mailings of surveys and incentives. Maintain a regular schedule of sending online and paper surveys to participants. Mail incentives to survey takers in a timely manner. Enter paper survey responses into the data system. Make annual updates to the survey instruments in the survey

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management software; manage the process of translating and uploading surveys in languages other than English.

2. **Identify, categorize and describe themes in open-ended survey responses.**
Identify themes in participant survey and interview data. Use qualitative analysis software to organize responses and themes. Identify sample quotes for reports. Apply an equity lens in considering how themes are identified and described.

3. **Create tables and charts to communicate evaluation results.**
Create charts in Excel and format them for effective data presentation. Format data tables in Word for reports.

4. **Follow protocols to clean large administrative datasets.**
With training, use statistical software (SPSS) to clean large administrative data sets and prepare data for analysis. Check problematic records in the administrative database and identify records that need correction by Initiative providers. Consult with Initiative providers regarding the collection of quality information. Write updates or modifications to SPSS syntax to create new variables, merge data sets and conduct descriptive analysis.

5. **Respond to participants' evaluation-related questions and requests. Engage interested participants in follow-up activities.**
Provide great customer service to participants who call with questions, compliments, or challenges. Invite and provide support to participants to engage in follow-up interviews, meetings, or other activities. Respond to the needs and interests of participants from a diversity of experiences and backgrounds.

6. **Other duties as assigned.**

Core Competencies:
The ideal candidate will:
- Be able to follow protocols to work with large data sets in a variety of software programs.
- Have a tolerance for troubleshooting errors or software/database problems, and making adjustments.
- Be able to thoroughly document in spreadsheets, documents, or how-to manuals, how work was completed so that tasks can be tracked, reproduced or adjusted.
- Be motivated to attend to details and reach for a high standard of accuracy.
- Be committed to maintaining evaluation participants' confidentiality.
- Have experience building relationships with diverse staff, organizations, and program participants, especially people of color and people experiencing poverty.
- Demonstrate interpersonal skills and a customer service orientation.
- Be proficient with technology, including MS Office (Word, Excel, Outlook, PowerPoint).
- Ability to manage competing priorities, and see projects to successful completion.
- Ability to embrace feedback and constructive conflict as a valuable tool to address differences and find effective and inclusive solutions.

A plus, but not required:
- Ability to communicate with program participants verbally in a language other than English.
- Experience analyzing qualitative or quantitative data.

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- Ability to explain technical tasks in writing.
- Experience in using Excel, SPSS, Qualtrics survey software, and qualitative analysis software such as Dedoose to manage datasets.

To Apply

Our review of candidates will begin on Monday, April 15. We will accept applications until the position is filled. Please send a resume and a cover letter to info@neighborhoodpartnerships.org with the job title in the subject line. Please include responses to the following questions in your cover letter:

1. What contributes to your readiness for this position? How will this position support your employment goals or aspirations?
2. What does equity mean to you? What is your experience with promoting equity and inclusion?
3. From where did you learn about this job posting?

Neighborhood Partnerships is a mission-driven organization committed to equity and inclusion. Neighborhood Partnerships is an Equal Opportunity Employer and encourages applications from people of color, LGBTQ people, and women.

Due to the nature of our work, we require a post-offer criminal background check.