



## Neighborhood Partnerships

Evaluation Analyst

10/10/24

**Title:** Evaluation Analyst

**Status:** Full time non-exempt, 40 hours per week

**Compensation:** \$30 - \$33 per hour / \$62,400 - \$68,640 per year

**Benefits:** Employer-paid health, vision, and dental insurance; life and long-term disability insurance; 401K employer contributions; 232 hours of flexible leave and 120 hours of sick leave, both prorated according to date of hire related to July 1<sup>st</sup>; 11 paid holidays; and cell phone and hybrid work stipends. Neighborhood Partnerships is an eligible employer for Public Service Loan Forgiveness.

**Supervisory responsibilities:** None

**Union representation:** This position is represented by ILWU Local 5. The compensation, benefits, and conditions of work for this position are collectively bargained.

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### Equity

Neighborhood Partnerships (NP) is a mission-driven organization committed to equity and inclusion. New hires participate in equity specific onboarding training, and all staff participate in ongoing professional and personal development related to equity and inclusion. Please read our [Racial Equity Statement](#).

### About Neighborhood Partnerships

NP works to advance housing and economic justice through several initiatives, coalitions, and projects. These include the Oregon Housing Alliance, which works to advance housing opportunity in Oregon; the Oregon Individual Development Account (IDA) Initiative, which funds matched savings accounts for Oregonians with low incomes to save for an education, home, small business, or other investment; and the Oregon Economic Justice Roundtable (OEJR), which convenes a shared table of advocates, nonprofits, and funders to advance action for racial and sustained economic justice. We dedicate 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 Analyst contributes to the IDA Initiative's use of data to communicate about strategies which can advance racial equity and economic justice. The Analyst works with IDA providers to promote quality survey and administrative data collection. Using statistical software, the Analyst maintains systems for cleaning and coding data related to whom IDAs are reaching and how participants are impacted. The Analyst will prepare existing, routine reports for IDA providers to inform program decisions. They conduct descriptive analysis and effectively communicate findings. Working alongside the Data & Evaluation Manager, the Evaluation Analyst brings critical thinking and problem-solving skills to improve data collection and reporting processes. More information about the IDA Initiative can be found at [oregonidainitiative.org](http://oregonidainitiative.org).

**Evaluation Analyst**

Neighborhood Partnerships



## Responsibilities & Essential Job Functions

(Note, percentage of time spent in each function will fluctuate based on current projects.)

### 1. Data collection systems and management. (20-30% of time)

Design and update data collection forms in our client management database and electronic survey system. Consult with a diverse array of stakeholders on data collection changes. Coordinate changes with coworkers, IDA program staff, product support, translators, and our database provider, Vistashare. Follow procedures to create monthly survey panels and distribute surveys. Conduct interviews and focus groups with program staff and participants to validate data collection tools or understand program processes and impacts.

### 2. Data cleaning and technical support. (30% of time)

Follow procedures and use analytic software to perform quality checks and prepare datasets (with thousands of records) for analysis. Troubleshoot provider questions and resolve technical issues in our client management database or statistical software script (most of our projects use SPSS syntax). Provide technical assistance for non-profit staff and support trainings on data-related topics. Create documents to support data collection and analysis.

### 3. Data analysis and reporting. (30-40% of time)

Use statistical programming language to create analytic variables, merge datasets, and conduct descriptive analysis. Identify and organize themes in open-ended survey and interview responses using qualitative analysis software. Assist in preparing reports and presentations that identify policy needs. Utilize existing procedures and build out new methods to create and format tables, charts, and maps for effective data presentation. Describe findings using an equity and systems-focused lens.

### 4. NP Organizational Responsibilities (10% of time)

Support ongoing work to integrate anti-racist practices and structures into all aspects of NP's operations and programs. Contribute to the development of and hold yourself and others accountable to NP's equity goals and organizational agreements. Participate in shared support roles for staff meetings, the biennial two-day RE: Conference, and other organizational projects. Occasionally assist with hiring and onboarding of new NP employees.



## Core Competencies & Experience

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role. The ideal candidate will have:*

- 3+ years' experience contributing to applied and/or evaluation research, including extracting data from client management or administrative databases, preparing datasets for analysis, and descriptively analyzing qualitative and quantitative data.
- Experience with and commitment to supporting program staff from diverse backgrounds and experiences as they build skills in using data to inform programming and policy.
- Communication and interpersonal skills to discuss data collection procedures and evaluation results with program staff and participants in an approachable manner.
- Experience and aptitude with solving software or database issues.
- Technical writing skills to document data procedures or create how-to guides for program staff.
- Critical thinking and problem-solving skills to navigate complex social programs, seek out needed information, and work independently with minimal supervision.
- Resourcefulness and flexibility to work effectively on a team, manage competing priorities, and see projects to successful completion.
- The ability to embrace feedback and constructive conflict as a valuable tool to address differences and find effective and inclusive solutions.
- Attention to detail; motivated to reach for a high standard of accuracy as well as maintain confidentiality.

## Desired Competencies

- Demonstrated experience with software programs for data analysis and survey administration (e.g., SPSS, ArcGIS, Qualtrics).
- Experience with Microsoft Office, including SharePoint, with Intermediate to Advanced skills in Excel.
- Ability to communicate with program participants verbally in a language other than English.

## Application Instructions

This position is open until filled. We will begin reviewing resumes on October 28, 2024. Please submit your resume and cover letter through [this form](#). In your cover letter, please respond to the following questions:

1. Describe your experience and proficiency in working with client management or administrative databases. What types of tasks did you perform?
2. Describe your experience and proficiency in working with data sets. What types of data preparation or analysis tasks were you responsible for?



3. How does your previous experience prepare you to apply equity principles to data collection, analysis, or reporting?

### Other information

- **Background screen:** A candidate who receives a job offer must successfully pass a criminal background screen. Not all criminal records are cause for rescinding a job offer. Candidates are not required to disclose a criminal background screen until after receiving a job offer.
- **Location:** NP currently has a physical office in NW Portland, but all staff are given the option to work mostly remote. work from home most of the time. NP provides supplies and resources to accommodate home office needs. Occasional in-office time will be necessary to support training and collaboration.
- **Residency:** This person in this role is **required to live in Oregon or Southwest Washington by their start date**. Support for relocation costs may be included in an offer for candidates who live out-of-state.
- **Travel:** This position will include some local and in-state travel. Occasional out-of-state and overnight travel possible for conferences and training.
- **Schedule:** This position is based on 40 hours per week, which is negotiable. NP offers some flexibility for how those hours are scheduled. Overtime may be required on rare occasions with advance notice.
- **Physical abilities:** The position requires physical abilities related to working in a typical office environment and communicating with people internally and externally, and meeting in various locations throughout the state of Oregon. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily without posing a direct threat to the safety or health of employees or others. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*NP is an Equal Opportunity Employer and encourages applications from people of color, LGBTQIA+ people, women, and people with disabilities. The Board and staff believe they can meet the organization's mission only with a diverse Board and staff who cultivate a culture of equity and inclusion.*