



JOB TITLE: Program Evaluation Analyst

JOB SUMMARY: This job requires a motivated self-starter who is interested in program analysis and evaluation, and data systems in a mission-driven organization. The position requires a detail-oriented capacity for data collection, cleaning, and analysis, and a systems-level thinker with the ability to critically assess data and determine possible solutions to improve outcomes and build capacity. Central to the role will be the ability to initiate program evaluation inquiries, analyze data, assess outcomes, and provide recommendations to management to improve service delivery and staff performance. The position also requires superior interpersonal skills to work with, train, and support staff and, also to support senior management with strategic initiatives.

DUTIES & RESPONSIBILITIES:

- Together with the Program Evaluation Manager, evaluate the effectiveness of HPP's programs, mission alignment, and service delivery through outcome monitoring and data analysis.
- Support implementation of Theory of Change and mission alignment initiative (Moving our Mission Forward).
 - Establish metrics that align with HPP's mission and desired outcomes and help managers manage to those metrics.
 - Take the lead in continuous quality improvement (CQI) efforts: set agenda and lead program CQI meetings as needed.
- Work closely with program management to ensure effective and timely rollout of any changes to the Salesforce database (HENRI) or procedures.
 - Support staff in learning any new processes through trainings and one-on-one support.
- Support reporting, grant monitoring, and data integrity as it relates to HENRI.
 - Lead the regular review of HENRI to ensure data quality and integrity.
 - Construct queries and reports and format information into organized and simplified report structure.
- Support fund-raising and 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.
- Act as a thought partner to the Program Evaluation Manager.

DESIRED QUALIFICATIONS:

- Bachelor's degree in public health, education, psychology, social work, sociology, public policy, community research or a related field.
- Demonstrated ability to think systematically, analytically and logically.
- Effective written and oral communication.

- Exceptional organization skills.
- Proficiency with Word, PowerPoint, Excel and Salesforce (or proficiency with other database management systems).

PREFERRED QUALIFICATIONS:

- Master's degree.
- At least two years of work experience.
- 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. 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

The Homeless Prenatal Program is an Equal Opportunity Employer and is committed to its mission of breaking the cycle of childhood poverty, one family at a time. 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, Low Income Tax Center, Emergency Services and Case Management.