



UNITED SOUTH END SETTLEMENTS

The mission of United South End Settlements (USES) is to harness the power of our diverse community to disrupt the cycle of poverty for children and their families. USES believes families have the best chance to reach their potential when they have long-term, holistic support. At USES, our focus is on helping caregivers and families with children under 12, although our door is open to children and adults from diverse family settings. We help families reach their goals through one-on-one coaching and connect parents/caregivers to our job training program and our quality education and enrichment opportunities for children, including early childhood education, after school and summer enrichment programming, and a sleepaway camp in New Hampshire.

USES also believes that children and their families can access the greatest opportunities when we welcome people from various backgrounds and perspectives. We intentionally promote community and bring together people from different backgrounds through diversified enrollment, volunteerism, networking and other community building opportunities. USES operates in three locations in the South End – Harriet Tubman House, South End House, and the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. To learn more, please visit our website at www.uses.org.

Evaluation Associate

GENERAL DESCRIPTION

Reporting to the Vice President of Programs, the Evaluation Associate is responsible for helping onboard new data management system (likely Salesforce), monitoring data quality and timeliness, building capacity of staff around use of data and our data management system; analyzing data and progress toward outcomes and helping staff use information for program improvements and fundraising; and assisting in the building of an outcomes-driven culture focused on learning and continuous improvement. This new position is the first step in the building of an Evaluation and Learning team at USES. We are also in the process of switching to a new data management system, which we hope to have on-line by early 2018. This is a full-time position.

RESPONSIBILITIES

Organizational Responsibilities:

- Through the use of data, partner closely with the Vice President of Programs and Program Managers and Directors on how to create more holistic engagement of families and seamless transitions across programs
- Actively contribute to the implementation of USES strategic goals and objectives; help advance USES’ mission and values
- Support the collection and use of data about children and families for continuous program improvement and fundraising; completes monthly/quarterly program reports to ensure progress toward outcomes

Data Management System:

- Help onboard new data management system (likely Salesforce)
- Serve as in-house expert on our data management system, including staying up-to-date on updates and/or complementary software or apps

- Becoming proficient in data collection tools used and keeping eye out for new or better tools
- Develop capacity to modify or customize structure of data management system to ensure the platform is adequate and tailored to meet the needs of staff and parents
- Serve as primary liaison with data management vendor, other software add-in vendors

Outcomes, Data Quality & Integrity:

- Conduct regular audits of data for quality and timeliness of data entry by staff
- Design and modify reports
- Create and share data presentations on our families and outcomes for funders, our families, staff, and other stakeholders
- Assist staff with the design of evaluation surveys as needed

Training & Learning:

- Provide on-going training and support staff on use of data management system and how to extract data, and on evaluation and outcomes
- Create, monitor and maintain data collection training materials
- Support staff in analyzing program-level data and how it might inform program improvements
- Facilitate peer learning across programs using data about our families and our progress toward outcomes
- Support staff in staying abreast of evaluative research studies in areas of coaching, families, 2 generation, youth development and education
- Stay current on evaluation trends and tools in nonprofit world; network with similar organizations with goal of increasing our learning

Accepts other duties as assigned.

QUALIFICATIONS

- A Bachelor's Degree with a minimum of 3 years related experience in research, evaluation and/or data management
- Experience in a nonprofit setting using data tracking software as well as a solid understanding of outcomes measurement and/or program evaluation; experience with Salesforce preferred;
- Strong oral and written communication skills, including ability to present in front of groups and translate information to a variety of audiences with differing backgrounds, education, and levels of expertise
- Strong Microsoft Excel skills
- Self-motivated and able to work independently as well as in teams
- Excellent organizational and time management skills
- Ability to multi-task and be flexible
- Commitment to USES' mission, values, and program model

PHYSICAL REQUIREMENTS (with or without accommodation)

- Must be able to climb, stoop, reach, stand, lift, feel, talk, hear, and be capable of repetitive motion.
- Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly.
- Work requires close visual acuity.
- Position is not substantially exposed to adverse environmental conditions

The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.

To apply today, please email resume and cover letter to: humanresources@uses.org. In the subject line, please specify the position to which you are applying. No phone calls, please.