

Job Title	Research and Evaluation Associate
Employer/ Agency	Episcopal Health Foundation
Job Description	<p>The Research and Evaluation Associate will be responsible for supporting the Director of Evaluation and the Executive Vice President for Health Policy, Research & Strategic Partnerships in conducting research, managing and analyzing data and data collection processes, to support the execution of learning and program activities of the Research, Policy and Evaluation team, and assist in evaluating the impact of the Foundation’s work.</p> <ul style="list-style-type: none"> • Work as a part of the Research, Policy and Evaluation Team and partner with other EHF teams and divisions in an integrated, cross-divisional environment • Partner with EHF leadership and staff to intentionally center equity in all aspects of the evaluation process, from concept to consumption • Facilitate core evaluation work areas under the supervision of the Director of Evaluation • Support Director of Evaluation and other teammates in overseeing evaluation initiatives and in preparing research and evaluation reports and presentations • Serve as a thought partner to the Director of Evaluation related to collecting, analyzing, and sharing research and evaluation findings • Utilize mixed methods approaches including a range of qualitative methods (e.g. case studies and participatory approaches) and quantitative methods (e.g. exploratory data analysis and descriptive data summary and visualization) to identify outcomes and impact of the Foundation’s work • Coordinate multiple survey administrations; serve as the primary contact for surveys and compile and organize results • Implement metrics within data system architectures and support Foundation teams respective to evaluation-related content • Coordinate with staff to ensure alignment around the collection and documentation of indicators and metrics • Partner with Grants Team to utilize system software, including EHF’s grants management system (e.g. Fluxx) to capture metrics and narrative entries for evaluation analysis • Conduct regular data quality auditing; document data quality issues; and problem-solve data issues in consultation with appropriate staff • Documentation of evaluation system procedures and metrics • Conduct analysis and partner with EHF Communications staff to select appropriate charts for data visualization • Support research and evaluation capacity building work internal to the Foundation and in partnership with grantees and other stakeholders to improve measurement of impact and use findings to inform learning
Qualifications	QUALIFICATIONS AND EXPERIENCE

	<ul style="list-style-type: none"> • Experience with program evaluation, health services research, and health policy analysis • Graduate-level coursework in research methods, social sciences, or deep evaluation experience/training in lieu of the former • On-the-job experience in data management and analysis is preferred; strong interest in growing these skills required • Experience in drafting literature reviews and conducting web-based research • A self-starter who is comfortable working in an environment of change • Problem-solving skills, initiative and a can-do attitude • Exceptional written, oral, and interpersonal skills • Demonstrated ability to participate in a multidisciplinary team environment • Demonstrated ability to prioritize projects and meet deadlines • Strong attention to detail and organizational skills • Respect for diversity • Intellectual curiosity, rigor and integrity • Proficiency with Microsoft Office, including PowerPoint and Excel • Familiarity with statistical analysis software • Strong interest in community health <p>KNOWLEDGE BASE</p> <ul style="list-style-type: none"> • Familiarity with the nonprofit sector • Knowledge of social change processes, community development and/or public health preferred • Descriptive and some inferential statistics • Data visualization skills preferred • Writing and oral presentation skills
Salary/Hours	Full-Time
City, State, Zip	Houston, TX
Application Method	Apply Here: https://tinyurl.com/2j7n4na7
Opening Date	Immediately

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