



## POSITION DESCRIPTION

<b>ORGANIZATIONAL ROLE:</b>	<b>Research, Evaluation, and Learning Fellow</b>
<b>DEPARTMENT:</b>	<b>Research, Evaluation, and Learning</b>
<b>REPORTING RELATIONSHIPS:</b>	Reports to <b>Manager, Research and Evaluation</b>

### **About Children's Health Fund:**

Children's Health Fund is committed to ensuring access to high-quality healthcare for children and youth living in this country's most under-resourced communities. We do this through the development and support of innovative, comprehensive primary care programs; reducing the impact of public health crises - like the coronavirus; and the promotion of health and wellbeing. Our two major initiatives are the National Network and Healthy and Ready to Learn. The National Network comprises 25 pediatric clinical programs we support that bring comprehensive primary care directly to children and youth where they live, learn, and gather. Healthy and Ready to Learn partners with NYC public elementary schools to improve their school climate, through technical assistance, professional development workshops, the Resource and Training Center website, and school-based interventions.

### **POSITION OVERVIEW:**

Reporting to the Manager of Research and Evaluation at Children's Health Fund, the fellow will join a small & dynamic team of evaluators who leverage data and evaluation to hone the organization's programs and impact. The REL team focuses on advancing the data culture and shifting the organization towards an outcomes-based, data-driven approach.

The fellow will contribute to this work by supporting data collection, monitoring, analysis, and reporting, as well as evaluation planning and drafting evaluation sections of grant proposals. Children's Health Fund is increasingly focused on addressing the root causes of poor health in the predominantly black and brown communities we serve, and the REL fellow will play an important role in contributing to anti-racism work within the REL team and across the organization.

The REL fellow will be a critical team member who will work across programmatic teams and help the organization at a pivotal time in its development of a proactive data culture. The fellowship is a one year commitment for 20 hours per week, and paid on an hourly basis. This is a fully remote position. This is an excellent opportunity for a current graduate student exploring a career at the intersection of evaluation and public health.

## **PRINCIPAL ACCOUNTABILITIES:**

- Collect and monitor data on program activities and outcomes
  - Support with creation of new data collection instruments and data systems
  - Conduct focus groups, key informant interviews, and other methods of qualitative evaluation
  - Collaborate with program staff to ensure timely data collection, data quality checks, and troubleshooting
  - Regularly update program staff on program progress, lessons learned, etc.
- Analyze and report on program activities, outcomes, and lessons learned
  - Draft written evaluation reports
  - Communicate evaluation results in accessible and culturally-responsive ways to key stakeholders and non-technical audiences
  - Analyze quantitative and qualitative data for regular reports to funders and other audiences
  - Support with ad hoc data requests
- Contribute to special evaluation projects and grants
  - Design and lead one special evaluation project each year, based on personal interests and aligned with program priorities
  - Coordinate and support programs team with evaluation components of ongoing/renewal grant applications and reports
- Proactively participate in anti-racism work
  - Support team efforts to build equity-empowered evaluation projects
  - Actively engage in ongoing, organization wide anti-racism work

## **REQUIREMENTS:**

- Bachelor's degree plus at least 1 year of experience in research and evaluation (can include class projects, volunteer experience, etc.); **or** an equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job
- Adaptability and enthusiasm for learning new technologies
- Experience analyzing quantitative and/or qualitative data; experience using any of the following software a plus: Excel, R, Tableau, AirTable, Dedoose, Venngage, SurveyMonkey
- Experience working with marginalized communities and/or relevant lived experience (Black & Brown communities, rural areas, communities with limited financial resources, etc.)
- Passion for strengths-based and equitable evaluation practices
- Ability to communicate with diverse stakeholders, both verbally and in writing
- Fluency in Spanish a plus

**ADDITIONAL INFORMATION:**

The Children's Health Fund is an Equal Opportunity Employer and is committed to maintaining a diverse and inclusive work environment.

The fellowship is a one-year commitment, working a maximum of 20 hours per week, and paid on an hourly basis. This is a fully remote position.

**How to Apply**

If interested, please send your resume and cover letter to [resumes@chfund.org](mailto:resumes@chfund.org).

**No phone calls, please.**

For further information on our programs, please visit our website [www.childrenshealthfund.org](http://www.childrenshealthfund.org) and check out the Healthy and Ready to Learn Resource and Training Center website, [www.hrl.nyc](http://www.hrl.nyc).