



POSITION DESCRIPTION

ORGANIZATIONAL ROLE:	Research, Evaluation, and Learning Officer
DEPARTMENT:	Research, Evaluation, and Learning (REL)
REPORTING RELATIONSHIPS:	Reports to Director, REL

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 Director of Research, Evaluation, & Learning at Children's Health Fund, the REL Officer will join a small & dynamic team of 2 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. In 2021, the team's strategic goals center on data maturity and include building a network of external research partnerships, creating an online "data stories" platform to showcase our impact, and developing the organization's data infrastructure to utilize outcome data. As an organization, Children's Health Fund is increasingly focused on addressing the root causes of health disparities in the predominantly black and brown communities we serve. The REL Officer will actively contribute to anti-racism work within the REL team and across the organization.

The REL Officer will be a thought leader in all components of the team's work and lead sections of the execution of our strategic priorities and daily operations. The Officer will lead a portfolio of monitoring and evaluation projects from start to finish, including evaluation planning and proposal writing, setting up data collection mechanisms, monitoring data and partnering with stakeholders, and reporting back results internally and externally. Working across programmatic teams, the Officer will be a critical team member who will bring their flair and determination to an organization at a pivotal time in its development of a proactive data culture.

This is currently a fully remote position but will be based in Children's Health Fund's offices in New York City once the offices reopen. This is an excellent opportunity for a recent Master's graduate with at least 2 years of experience in evaluation who is interested in exploring a career at the intersection of evaluation and public health.

PRINCIPAL ACCOUNTABILITIES:

- Lead a portfolio of monitoring and evaluation projects independently
 - Devise evaluation plans and logic models in partnership with program staff
 - Create feasible and purposeful data collection instruments, using AirTable and SurveyMonkey
 - Collect and monitor data on program activities and outcomes, including quantitative data (aggregate administrative data, surveys) and qualitative data (focus groups, key informant interviews)
 - Partner with program staff to ensure timely data collection, data quality checks, and troubleshooting
 - Regularly update program staff and stakeholders on program and evaluation progress
- Analyze and report on program activities, outcomes, and lessons learned
 - Draft written evaluation reports summarizing key findings
 - Communicate evaluation results in accessible and culturally-responsive ways to key stakeholders and non-technical audiences
 - Generate infographics and dashboards for internal and external distribution, primarily using Tableau and Venngage
 - Workshop evaluation results with program staff to co-develop insights and programmatic changes
 - Contribute to regular grant reports to funders and other audiences
 - Work with the Policy & Advocacy and Communications teams to turn key findings into actionable policy directions
- Contribute to the team's efforts to improve organizational data maturity
 - Participate in efforts to build a network of external research partnerships
 - Create an online "data stories" platform to showcase the organization's impact
 - Developing the organization's data infrastructure to collect and utilize outcome data to drive decision making
- Proactively participate in anti-racism work
 - Co-lead team efforts to build equity-empowered evaluation projects
 - Actively engage in ongoing, organization-wide anti-racism work

REQUIREMENTS:

- Master's degree plus at least 2 year of experience in research and evaluation; **or** an equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job
- Experience analyzing and visualizing quantitative and qualitative data, particularly using the following software: R, Tableau, Dedoose, Venngage, SurveyMonkey, AirTable
- Experience working with marginalized communities and/or relevant lived experience (Black & Brown communities, rural areas, communities with limited financial resources, etc.)
- Adaptability and enthusiasm for learning new technologies
- Passion for strengths-based and equitable evaluation practices
- Strong writing skills and ability to contribute to proposals and reports
- Ability to communicate with diverse stakeholders
- 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.

CHF offers an excellent benefits package.

This is a full-time position. Initially this will be a fully remote position but will be based in Children's Health Fund's offices in New York City once the offices reopen.

How to Apply

If interested, please send your resume and cover letter to resumes@chfund.org.

No phone calls, please.

For further information on our programs, please visit our website www.childrenshealthfund.org and check out the Healthy and Ready to Learn Resource and Training Center website, www.hrl.nyc.