

SELF ENHANCEMENT, INC.
3920 North Kerby, Portland, Oregon 97227-1255
(503) 249-1721 . . . FAX - (503) 249-1955

Job Description

Research and Evaluation Analyst

This position is responsible for ongoing analysis of data obtained from a variety of sources, including ETO, Service Point and other related data systems. The Research and Evaluation Analyst will assist with data-driven decision making at Self Enhancement, and provide leadership in the development, maintenance and implementation of methodologically rigorous data analyses of program performance data. This is a full-time position that reports to the Director of Operations.

PRIMARY RESPONSIBILITIES

- Assist in all areas of gathering/reporting program related data including creating charts, graphs, spreadsheets, and presentations.
- Assists departments in developing processes and procedures to consistently, accurately, and efficiently collect critical outcome data.
- Works with program department staff members to develop and implement data systems and processes related to data collection, monitoring, analysis, and reporting using both data warehouse and transactional data.
- Performs data analyses and prepares written reports on the results using software tools such as SPSS, STATA, or MS Access, Excel and PowerPoint.
- Working in partnership with IT department, responds to ad hoc data requests from internal departments and external organizations.
- Provides up-to-date, accessible updates on organizational performance, and provides guidance on the proper use of those data.
- Evaluates data for consistency and quality.
- Supports data collection and display for internal performance tracking tools.
- Communicates results effectively to staff, internal/external evaluators etc.
- Improves quality information for workflows, organize, document, and maintain consistency in data files.
- Supports staff to train and understand data input/output workflows.
- Applies appropriate methodologies for collecting, analyzing, and presenting data products.
- Delivers data products in report / presentation format, or verbally, to customer specifications and timelines.
- Supports user and database input, data following workflows to guarantee data quality.
- Timely and appropriate participation in data collection and query systems.
- Learns and updates knowledge for appropriate and optimal use of applications and tools.
- Creates good working relationships with internal and external customers

QUALIFICATIONS

- Bachelor's degree required. Advanced degree in education, public policy, social sciences, library and information sciences, or related field strongly preferred.
- A minimum of three years of experience in roles with heavy data management and reporting in nonprofit or public sector programs.
- Must be highly proficient at producing data analyses and presenting clear expectations to a wide variety of audiences.
- Knowledge of standard statistical and qualitative methodologies, e.g. basic research design methods, descriptive and inferential statistics, and other generally-accepted analysis approaches.
- Fluency with MS Office computer software applications including a high level of proficiency with MS Excel pivot tables.
- Fluency with statistical software (e.g. SPSS, or STATA).

- Familiarity with querying and reporting tools (e.g., MS SQL, Access or Crystal Reports).
- Familiarity with program evaluation tools and techniques, including logic models, theory of change and outcome map development.
- Familiarity with data visualization tools and techniques, including PowerPivot, SharePoint Dashboards, Strategic Scorecards and GIS software.
- Must have strong project management skills.
- Must have excellent writing skills to include punctuation and grammar.
- Must have excellent presentation skills to include individual, small and large group formats.
- Computer skills to include MS Word, Excel, PowerPoint and Outlook.
- Ability to analyze, interpret and summarize data, trends and statistics.
- Proven effective interpersonal skills with the ability to interact with all levels and cultures of people.

SALARY & BENEFITS

- Based on experience.
- Paid medical/dental for employee, and one-half paid medical/dental for dependents.
- Paid life insurance and disability insurance (after waiting period).
- 4 weeks accrued vacation.
- 401(k) Retirement Savings Plan.
- 125 Flexible Benefit Plan.