



Job Title:	Evidence and Evaluation Coordinator
Reports To:	Director of Implementation Research
FTE:	1.0 FTE
FLSA Status:	Non-Exempt
Salary:	\$45,000 - \$55,000
Start Date:	ASAP
Location:	National: Remote

ORGANIZATIONAL DESCRIPTION

The National Health Care for the Homeless Council (the Council) is the premier national organization working at the nexus of homelessness and health care. Since 1986, we have brought together thousands of [health care professionals, medical respite care providers, people with lived experience of homelessness](#), and advocates. Our Organizational Members include [Health Care for the Homeless](#) health centers, respite programs, and housing and social service organizations across the country. Additional information is available at www.nhchc.org.

Grounded in human rights and social justice, the Council's mission is to build an equitable, high-quality health care system through training, research, and advocacy in the movement to end homelessness. As an organization, we believe an inclusive and open environment fosters creativity, contributes to the quality of our work, and provides growth opportunities for our employees. The Council is guided by the principles of Justice, Equity, Diversity, and Inclusion (JEDI) in its internal and external work of dismantling racism and identity-based oppression as part of meaningful efforts to end homelessness and become a trauma-informed, anti-racist agency.

Job Summary:

The Evidence and Evaluation Coordinator works to support the Health Care for the Homeless (HCH) field by evaluating training activities, developing and disseminating knowledge, increasing visibility of HCH-related research through publications and external collaborations, and improving the HCH field and community's capacity for quality improvement and engagement in research.

Job Responsibilities:

1. Support implementation research team activities including the cooperative agreement workplan and other training activities.
 - a. Assist with content development and coordinate learning collaboratives or peer to peer learning forums, maintenance of shared collaborative platforms (SamePage, Google Docs, Google drive, etc.)
 - b. Plan and support training and technical assistance activities that are under the purview of the implementation research team; this can include coordinating webinars, presenting on webinars, support live webinars, and/or responding to TA requests.

- c. Support drafting, writing and/or reviewing written materials assigned to the research team (e.g. fact sheets, adapted guidelines, case studies).
 - d. Assist with content development and/or facilitation of in-person training activities in the research track or requiring a research team lens (e.g. workshops, learning labs, pre-conference institute, facilitated discussions, and in-depth trainings).
 - e. Present in sessions that require staff facilitation or guidance.
 - f. Design and develop tools needed to carry out evaluation activities, such as surveys, interview guides, and focus group questionnaires
2. Support the internal evaluation needs of the Council
 - a. Work with the Senior Director of Programs to establish organizational evaluation metrics.
 - b. Work with the Director of Implementation Research and Sr. Grants Manager to support the development of evaluation metrics for grant applications.
 - c. Work with the Sr. Research & Data Manager to support additional evaluation needs.
 - d. Manage the evaluations for the Council's annual national conference and other in-person training events.
 3. Maintain up to date understanding of current best practices in public health and/or program evaluation.
 - a. Content development for training sessions or written materials.
 - b. Identify relevant topics for publications, webinars, etc.
 - c. Author reports, fact sheets, case studies etc.
 - d. Provide technical assistance and training on evaluation-related topics.
 - e. Present evaluation findings and methodology at NHCHC and other agency conferences.
 4. Design and coordinate activities to address under-studied areas using innovative approaches to support funding proposals
 - a. Support grants management and assist with coordination of grant process through submission.
 - b. Assist with communication between partnering agencies on grant proposals
 5. Support internal staff needs by working with the Epidemiologist and Research & Data Manager to provide oversight and guidance on analysis of primary and secondary data, such as Uniform Data System data collected by Health Care for the Homeless grantees, Health Centers, and Medical Respite Care programs.
 6. Perform other duties as required.

Education and Experience:

- Bachelor's degree in a related field, or equivalent skills, competencies and experiences, and two (2) years of recent related experience in health services evaluation; Master's preferred.
- Preferred but not required: work experience in community-based clinical setting preferred.

Skills:

- Strong interpersonal and social skills with demonstrated ability to collaborate with a variety of organizations and individuals from a wide range of professional and personal backgrounds.
- Strong writing skills with a research background.
- Strong meeting planning and facilitation skills, including use of web-conferencing technologies.
- Ability to conduct thorough literature searches and summarize findings
- Comfortability in working with large databases.
- Clear understanding and working/intermediate knowledge of quantitative and qualitative data

collection, management and analysis including use of statistical software such as SPSS.

- Capacity and willingness to learn new software, research methods, and work routines quickly; flexibility in responding to new research opportunities as they arise.
- Excellent oral and written communications skills.
- Able to operate a variety of office equipment, including photocopier, fax and personal computer.
- Proficient in Microsoft Office and database software, preferably Neon or Smartsheet.
- Proficient with web-based learning platform(s) such as Zoom.
- Knowledge of email software, preferably Outlook.

Physical Requirements:

- Ability to operate small office equipment, such as computers and telephones.

Personal Characteristics:

- Enthusiasm for research.
- High degree of personal organization.
- Self-motivated and able to work with minimal supervision.
- Commitment to a collaborative team approach to organizational tasks.
- Multi-task oriented with the ability to adapt to a changing work environment. Ability to convey a strong presence, professional image, and deal confidently with complex technical and workflow situations.
- Commitment to a collaborative team approach to organizational tasks.
- Able to express the mission and values of the National Health Care for the Homeless Council through actions in their work.
- Understanding of inclusivity among social issues related to justice, familiarity with issues of homelessness and poverty.
- Comfort and ability to work effectively with people from different cultures and socioeconomic backgrounds.
- Availability for limited national travel.

Additional Information:

Benefits: Includes health, dental, vision, 401k, short and long-term disability, and paid time off.

How to apply:

Please submit a resume and cover letter to Lauryn Berner-Davis at LBerner@nhchc.org. Applications without cover letters will not be considered. No phone calls, please.

Equal Opportunity Employer: The National Health Care for the Homeless Council is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, religion, sexual orientation, gender identity, or country of origin. The Council is committed to focusing on equity in all of our work, including ensuring our staff is inclusive and representative of the people we serve. People of marginalized identities and/or lived experience of homelessness are especially encouraged to apply.

Last Updated: 09/27/2024