



Transforming Parents' Lives. Improving Children's Futures.

## Program and Evaluation Specialist

Warren Village is actively seeking an energetic, passionate, and skilled Program and Evaluation Specialist.

Warren Village is a mission driven "learning organization" that is founded on six core values (collaboration, integrity, inclusion, accountability empowerment, and excellence) that drive our culture and our work. Utilizing a nationally acclaimed, Two-Generation (2Gen) approach, Warren Village empowers disadvantaged single parents to regain self-esteem, reconnect to the community, and ultimately reclaim a productive place in the community.

We are looking for people who believe that you can learn from failure and that you can improve outcomes through reflection. We are looking for creative, critical thinkers who are not restricted by convention. We desire candidates who bring ideas to the table, energy to the team, and a sense of humor. We desire candidates who are looking for more than just a job, but are instead seeking the chance to create opportunities for those most disadvantaged in our community to improve their lives.

Our next **Program and Evaluation Specialist** will provide essential services in three areas: Life Skills Classes, Evening Child Care, and Family Services database management and support. We are looking for people who believe that you can learn from failure and that you can improve outcomes through reflection. We are looking for creative, critical thinkers who are not restricted by convention. We desire candidates who bring ideas to the table, energy to the team, and a sense of humor. We desire candidates who are looking for more than just a job, but are instead seeking the chance to create opportunities for those most disadvantaged in our community to improve their lives.

### Job Description – Summary

#### Essential Duties & Responsibilities:

- Responsible for design of Life Skills Classes and curricula for program participants. Curricula should reflect strategic alignment with Warren Village goals for Family Services. Design should reflect year-long, cross-course integration and alignment.
- Coordinate ongoing Life Skills Classes and event programming for adults; register residents for Life Skills Classes.
- Work collaboratively with the Volunteer Services Coordinator for the recruitment, training, and direct supervision of community volunteers to implement Life Skills Classes with a culturally sensitive and Two-Generation approach.
- Coordinate and supervise Evening Child Care program for children (4 evenings per week).
- Work collaboratively with the Volunteer Services Coordinator for the recruitment, training, and direct supervision of community volunteers to implement Evening Child Care program.
- Responsible for the design of Evening Child Care programs and activities in alignment with best practice. Design should reflect an intentional, year-long pattern of offerings to enhance social and emotional growth of children.
- Develop and produce program marketing and communications materials including class calendars, flyers, posters, lobby displays and other promotional materials; assist with production of resident newsletter.
- Build collateral contacts to increase number and quality of community and organizational resources.
- Promote the goals of the organization through tours, presentations and written articles, as needed.
- Assist with evaluation efforts of Family Services and off site locations.

- Ensure quality and accuracy of Family Services data records; Lead and supervise staff data entry monthly.
- Monitor quality of data; perform departmental data edits/cleaning.
- Work collaboratively with the Data & Research Analyst to gather data using quantitative and qualitative research approaches for program initiatives and clients.
- Conduct move-in, move-out and bi-annual assessments for each resident.
- Conduct and complete program documentation monthly. Compile monthly departmental data reports and statistics, in conjunction with the Data & Research Analyst.
- Work collaboratively with the Data & Research Analyst with design and implementation of the organization-wide data governance, data culture and learning organization efforts. This includes, but is not limited to, meeting with evaluating consultants for Program Quality Review efforts, assisting in the evaluation, selection, implementation and ongoing application of client management software system, and designing ongoing measurement and analysis strategies for the Family Services Department.
- Serve as HMIS Liaison for agency; coordinate agency HMIS database management and data entry.

#### **Family Services Program Support:**

- Create, direct and manage special projects, department donations and resident events.
- Serve as liaison to Healthy Beginnings Clinic and Steering Committee; attend monthly committee meeting and coordinate patient appointments.
- Provide direct clerical and program support to Director of Family Services.
- Other duties as assigned.

#### **Knowledge, Skills and Abilities:**

- Employee must have a Bachelor's degree, preferred education in social work, human services or education; Master in Social Work strongly preferred. Familiarity with data collection, analysis and implementation highly desired.
- Bilingual (French, Arabic or Swahili) and/or experience with culturally diverse people a plus.
- Employee must demonstrate an ability to form a professional working relationship with clients in an empathetic, respectful and non-judgmental way.
- Position requires strong communication skills with an ability to write clearly and concisely, excellent organizational skills and a can-do attitude. Work environment encourages individual creativity, collaboration, critical thinking, teamwork and professional accountability.
- Proficiency in use of social media, Microsoft Office suite and demonstrated comfort with using web-based applications is a required skill.
- Applicant must pass a CBI and Central Registry Check.
- ADA requirements include the ability to lift 40 pounds, and the ability to communicate effectively with residents, staff, volunteers and other community representatives.
- If driving is required, employee must have a valid driver's license and the ability to drive Warren Village vehicles or a personal vehicle.
- Employee must be able to work the occasional weekend or evenings when requested.
- Must be committed to Warren Village's mission and culture.

**Salary & Benefits:** This is a full-time exempt position with an attractive benefit package including medical, dental, and vision insurance as well as flexible spending accounts, company paid Life and LTD insurance, a childcare discount in our fully accredited Early Learning Center, a matching 403(b) retirement plan and a generous sick time/PTO package. The salary range is \$17-\$20 commensurate with experience and credentials.

**To Apply:** Interested candidates should submit the following items (as separate PDF attachments) to [careers@warrenvillage.org](mailto:careers@warrenvillage.org), Subject line: **Program and Evaluation Specialist**

1. Resume
2. Cover letter

*The above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.*

*We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or other protected category. If you have a disability or special need that requires accommodation, please contact us at [careers@warrenvillage.org](mailto:careers@warrenvillage.org).*