

# Senior Program Evaluation Analyst (Senior Management Analyst)



(<http://agency.governmentjobs.com/kingcohousing/jobID=3758901&sharedWindow>)



APPLY

<b>Salary</b> ⓘ	\$83,054.00 - \$101,742.00 Annually	<b>Location</b> ⓘ	Tukwila, WA
<b>Job Type</b>	Regular Full-Time	<b>Remote Employment</b>	Flexible/Hybrid
<b>Division</b>	EXECUTIVE	<b>Job Number</b>	2022123
<b>Closing</b>	Continuous		

## DESCRIPTION

## BENEFITS

## QUESTIONS

### Job Summary

**Please note this position is open until filled; however, to ensure consideration applications should be received by October 28, 2022, at 4:30 p.m.**

### The Opportunity

Do you want to contribute to applied research and program evaluation aimed at improving the lives of low-income residents in King County and beyond? Are you motivated to join a team guided by social equity and steering positive change? Do you get excited about telling stories with data?

The King County Housing Authority (KCHA) is recruiting for a Senior Program Evaluation Analyst to join its Research and Evaluation (R&E) team. As part of the broader Social Impact Department at KCHA, the R&E team works in close coordination with KCHA's program and policy teams to deepen our understanding of access and outcomes by conducting research, program evaluation, and data analysis. This position, reporting to the Director of Impact & Evaluation, will play a critical role in advancing our internal capacity to conduct measurement, learning, and evaluation efforts, produce written materials summarizing our impact, and presents an exceptional opportunity to engage in meaningful, applied research on housing and social policy.

### King County Housing Authority

KCHA, a nationally recognized innovator in housing assistance programs, serves low-income households in King County that live outside the cities of Seattle or Renton. KCHA maintains a diversified real estate portfolio and close working partnerships with local communities and nonprofit

organizations. It delivers affordable housing and related supportive services for more than 55,000 people, including programs that promote housing stability, increased access to education, improved health and well-being, workforce participation, and financial self-sufficiency. KCHA has over 400 staff members working across the county in field offices, at residential properties, and in its central office located in Tukwila.

The work associated with this position will be performed predominantly by teleworking, with onsite work and meetings as needed. Employees must reside in Washington State and within a reasonable distance to the Tukwila offices to attend in-person activities.

### **Essential Functions**

The Senior Program Evaluation Analyst will:

- Scope and lead opportunities for program design, evaluation, and continuous improvement.
- Provide technical assistance to middle and senior leadership working on program design and measurement including the development of program logic models and design frameworks, identification of performance metrics, creation of data collection systems, and development of evaluation plans.
- Conduct corresponding statistical analyses to inform program strategies and policy.
- Prepare written materials and present evaluation and data analysis results, implications, and recommendations to Authority staff, leadership, and Board.
- Develop and implement Authority-wide learning opportunities to inform and engage Authority staff about evidence-driven work in the form of presentations or workshops.
- Supervise, assign, direct, train, and inspect the work of a Program Evaluation Analyst.
- Represent Authority at internal and external community and partnership meetings.

### **Qualifications and Competencies**

#### **Required Qualifications:**

- Bachelor's Degree in policy analysis, statistics, sociology, public administration, or related field **AND**
- Considerable experience in program evaluation, collecting and analyzing data (both quantitative and qualitative), identifying trends, authoring reports, making recommendations to improve policy and program efficiency **OR**
- An equivalent combination of experience and education that provides the necessary knowledge, skills, and abilities to perform the essential functions of this position.

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

- Knowledge of principles, methods, and applications of research and program evaluation.
- Demonstrated ability to develop evaluation and measurement frameworks and collect, analyze, interpret, and summarize quantitative and qualitative data.
- Applies effective written and verbal communication techniques to convey clear and timely messages to internal and external stakeholders; communicates clearly and effectively via multiple methods.
  - Prepares clear and concise reports.
  - Presents frameworks and recommendations clearly, logically and persuasively.
  - Interprets and explains complex data analyses and research findings for technical and non-technical audiences.

- Strong project management skills – the ability to prioritize and handle multiple projects simultaneously, work collaboratively and effectively with diverse stakeholders, and move projects and people towards identified goals in a timely fashion.
- Values diversity and possesses an understanding of multicultural and cultural competencies; ability to work effectively and positively with individuals of diverse cultural and socioeconomic backgrounds.
- A collaborative team member with well-developed organizational and time management skills; ability to develop effective working relationships; works cooperatively, exchanges ideas, and addresses issues in a constructive manner.
- Proficiency using Microsoft Office programs including Outlook, Word, Excel, and PowerPoint; familiarity with statistical, visualization, and qualitative data analysis software (e.g. Stata, Tableau, and/or NVivo) a plus.
- Knowledge of affordable housing policy and research and/or knowledge of related social policy areas such as homelessness, health, education, workforce development, etc. a plus.

**Special Requirements:**

- Must be fully vaccinated for COVID-19 by the first day of employment or have an approved medical or religious exemption and reasonable accommodation. Reasonable accommodations will be made for qualifying individuals if the accommodations do not present an undue hardship. More information can be found by clicking the following link, [COVID-19 Vaccination Requirements \(https://www.kcha.org/employment/covid-19-vaccination-policy\)](https://www.kcha.org/employment/covid-19-vaccination-policy).
- Consent to and pass required assessments.
- Consent to and pass a criminal records background check.

**Position Information and Application Process****Application Requirements:**

To be considered for this opportunity, you must:

- Complete the online application profile in its entirety.
- Upload a cover letter that addresses your interest in the position and how your experience and training qualify you to perform the essential functions listed in the job announcement. **(Cover Letter)**
- Upload a detailed résumé of all educational and professional experience. **(Résumé)**

**Salary & Benefits:**

The starting salary range of this position is \$83,054.00 - \$101,742.00 annually. A comprehensive health care benefits package for you and your dependents includes medical, dental and vision insurance, life and long-term disability insurance plans, vacation, sick and personal leave, reduced tuition, and retirement benefits are also available.

**Physical Work Environment:**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires speaking or hearing and occasionally requires standing, walking and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions.

**Condition of Employment:**

Effective December 1, 2021, the King County Housing Authority has instituted a COVID-19 Vaccination Requirement Policy that requires all regular, part-time, and temporary employees be fully vaccinated against COVID-19 for the health and safety of its workplace and community. More information can be found by clicking the following link: [Vaccination Requirements \(https://www.kcha.org/employment/covid-19-vaccination-policy\)](https://www.kcha.org/employment/covid-19-vaccination-policy).

**Equal Opportunity:**

King County Housing Authority is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

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**Agency**

King County Housing Authority

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