Evaluation Associate
C4 Innovations

Background: When people experience substance use, mental health issues, and housing instability, having access to available, high-quality, and flexible service and support options is essential. Many communities and systems have a limited continuum of service options and are often unprepared to meet the needs of everyone who needs help–in ways that are most useful and relevant to their lives. These challenges are worsened by structural and systematic racism, mass incarceration, stigma, and other forms of discrimination and injustice. Many services, programs, and policies systematically discriminate against people with diverse racial, ethnic, and gender identities. At C4 Innovations, we start with racial equity because racism permeates every institution and system in the US, denying millions the right to a fair and just society in which they can thrive and prosper.

About C4 Innovations (C4): C4 is a values- and mission-driven, woman-owned small business that advances equitable access to recovery, wellness, and housing stability for people who are systematically marginalized. We are committed to reducing disparities and achieving equitable outcomes. Through partnerships with organizations, communities, systems, and people with lived experience, we incorporate person-centered, recovery-oriented, and trauma-informed approaches to understand factors that drive inequities and achieve transformative outcomes. When all people—regardless of race, ethnicity, gender identity—are able to access and engage in quality care, the results are healthier individuals, families, and communities. We put people first.

About the Position: C4 is seeking an Evaluation Associate to support projects and initiatives that monitor, evaluate, and assess impact on individuals, communities, and systems. These projects evaluate a range of initiatives, including community-based programs and practices, public- and health-sector initiatives, and trainings, technical assistance, or strategic systems change initiatives delivered by C4. Projects also include the identification, development, implementation, and evaluation of emerging or best practices, environmental scans of relevant models or policies, community-based participatory research activities, including youth-led initiatives, and other projects that may include mixed-methods (qualitative and quantitative) evaluation approaches. The Evaluation Associate will support evaluation design and implementation, data collection and analyses, monitoring, reporting, and compliance with human subjects and grant or contract requirements, and evaluation consultation with community-based and public entities.

Responsibilities:
- Support and/or directly lead evaluation activities across multiple projects, including evaluation design and implementation, oversight of team members carrying out evaluation-related tasks, data collection and analyses, reporting, recommendation development, and compliance with human subjects research requirements.
- Support development, implementation, and oversight of evaluation and data collection protocols and training.

- Lead and/or support the implementation of community-based participatory research and evaluation strategies, working in close alignment with community partners including people with lived experience.
- Demonstrate and apply racial equity competencies and skills in carrying out evaluation and research activities.
- Write, review, and submit project reports, presentation materials, and other documents.
- Communicate with partners and clients regarding project proposals and implementation.
- Assist in the creation of program initiatives and proposals that help draw new funders.
- Supervise staff as direct reports and/or team members working on assigned projects or tasks.

Requirements:
- Master's degree and at least 4 years' experience relevant to the role or equivalent background with 10 years' experience.
- Experience with qualitative data collection and analysis, including interviews, focus groups, and listening sessions with community stakeholders, including with people with lived experience.
- Experience with quantitative data management and analysis preferred, including SPSS.
- Experience with community-based program evaluation methods.
- Familiarity with behavioral health, housing, and other community-based social service agencies and systems.
- Excellent organizational skills.
- Ability to conceptualize, analyze, and follow-through with multiple, competing priorities.
- Ability to work independently at a high level in a fast-moving environment.
- Ability to act as a supportive team member.
- Highly developed verbal and written communication skills.
- Excellent computer skills and familiarity with PowerPoint and/or other presentation software.
- Ability to work both in home office and in the field.

C4 is committed to creating and maintaining a diverse workforce. We actively encourage applicants from minority racial and ethnic backgrounds, as well as historically marginalized groups; this includes but is not limited to lesbian, gay, bisexual, queer, people who identify as transgender or non-binary, people living with disabilities or serious mental health conditions, and lived experiences of homelessness or recovery from substance use disorder. C4 is an affirmative action-equal opportunity employer.

Location: C4 Innovations is a fully remote organization, therefore this position can be located anywhere in the U.S.

Salary: C4's salary includes a comprehensive benefits package (paid time off, health, dental, vision, short-term and long-term disability, and 401K). We are seeking candidates that may fit across more than one internal job classification, including Manager I and Manager II. Salary is commensurate with experience.

To apply: Send a cover letter, salary requirements, and resume with "Evaluation Associate" in the subject line to Human Resources at apply@c4innovates.com. Deadline to apply is November 4, 2022.