

## **Evaluation Advisor (Part-time On-Call)**

### **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.

**We Welcome Your Application:** Research suggests that individuals who are systemically marginalized may self-select out of opportunities if they do not meet 100% of the job requirements. We encourage individuals who believe they have the skills, expertise, and lived experience necessary to thrive in this role to apply. We value lived experience and recognize that your background might include a mix of lived experience, professional training, and expertise that differs from the job requirements. If you think you may be a good fit, we welcome your application. We actively encourage applicants from minority racial and ethnic backgrounds, as well as historically marginalized groups.

**About the Position:** C4 is seeking an Evaluation Advisor to support projects and initiatives that monitor, evaluate, and assess impact on individuals, communities, and systems. These projects evaluate a range of initiatives across C4's programmatic Centers, including recovery and behavioral health, housing and homelessness, youth well-being, and health equity. Activities across Centers include training, technical assistance, systems transformation, facilitation, resource development, and other 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. Evaluation needs across programs and Centers vary, with some projects dedicated to evaluation and others incorporating evaluative

activities. The Evaluation Advisor will support Center Directors and Project Directors to design and implement a range of evaluation activities; ensure best practices in conducting evaluative activities, including community-based and qualitative evaluation; plan and conduct data collection and analyses; and comply with human subjects protections requirements. As a part-time on-call team member, available work hours will vary week to week based on project needs and up to a maximum of 20 hours per week.

**Responsibilities:**

- Provide consultation and advisory support on evaluation activities across multiple projects and programmatic Centers, 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.
- Provide consultation and advisory support on the implementation of community-based participatory research and evaluation strategies, working in close alignment with community partners including people with lived experience.
- Support development, implementation, and oversight of cross-Center evaluation and data collection protocols and staff training.
- Demonstrate and apply racial equity competencies and skills in carrying out evaluation and research activities.
- Support the creation and review of project reports, presentation materials, and other documents with evaluation components.

**Requirements:**

- Master's degree and at least 4 years' experience relevant to the role or equivalent background with 7 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.

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' main office is in Needham, Massachusetts. We also have employees living across the U.S. 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 Coordinators and Managers. Salary is commensurate with experience.

To apply: Send a cover letter, salary requirements, resume, and response to the two questions below with "Evaluation Advisor" in the subject line to Human Resources at [apply@c4innovates.com](mailto:apply@c4innovates.com). Deadline to apply is March 15, 2024.