



EMPLOYMENT OPPORTUNITY

Koreatown Youth & Community Center, Inc. (KYCC) is a non-profit organization that has been serving the Korean American and multi-ethnic Koreatown community since 1975. KYCC's programs and services are specifically directed towards recently immigrated, economically disadvantaged youth and their families. KYCC offers a wide array of programs including counseling, academic services, community outreach, business services, affordable housing, and neighborhood beautification.

We have been serving our diverse community for more than 40 years, and if you're passionate about creating change within our community, we'd like to meet you.

Research and Evaluation Coordinator (Full-time, Non-exempt)

Unit: Administrative
Posting Date: 10/17/2022

Reports To: Chief Program Officer
Salary: \$40,000 – 60,000 annually DOE, plus BENEFITS

Positions Available: 1

Summary: Under the immediate supervision of the Chief Program Officer, the Research and Evaluation Coordinator is a position serving as the lead person conducting research, developing, and implementing agency-wide systems for program evaluations to evaluate the effectiveness of KYCC's multiple programs and services. The coordinator will be expected to develop program evaluation and monitor activities, which may include tasks such as: participating in planning meetings, data collection, interpreting evaluation data, action planning based on findings, and providing insights about program performance and evaluation tasks. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position.

Duties / Responsibilities:

- **Community Research:**
 - Coordinating agency efforts to design and conduct community needs assessment studies, analyze results, and produce reports for KYCC management on the findings.
 - Conducting online research and literature reviews to identify the best data and research methodologies to address pressing issues for KYCC's service delivery areas.
 - Generating clear, compelling, and actionable insights from data sets.
 - Providing insights to support program and organizational initiatives.
 - Gathering and formatting data on a wide variety of issues and from a wide variety of sources, including the U.S. Census Bureau, California state agencies, economic development or public health studies, nonprofit database systems, etc.
 - Compiling and maintaining an inventory of community needs indicators.
 - Identifying industry-accepted evidence supported life measures and best practices to actively engage community members and organizational partners.
- **Program evaluation including Organizational Plan:**
 - Coordinating agency efforts to design and implement agency-wide systems to evaluate and report effectiveness of programs and services on a continuing basis.
 - Leading working groups comprised of KYCC staff and external experts to help develop and implement community assessments and program evaluation systems.
 - Building evaluative capacity across the agency, including providing trainings to staff.
 - Designing and implementing effective research and evaluation studies that identify outcome and performance measures for program effectiveness and continuous quality improvement projects.
 - Supporting in the development and evaluation of KYCC's Organizational Plan.
 - Reviewing, designing, and consolidating current data collection tools and practices for measuring impact to ensure cohesive, consistent, high quality data collection and analysis.
 - Communicating findings through written reports, data visualizations, and presentations.
 - Preparing and conducting quantitative and qualitative data analysis.
 - Mapping and visualizing data, as needed.



- **Agency-Related Tasks:**
 - Leading and supervising a small team (1-3 full-time equivalent positions, which may include interns) to provide support to agency efforts described above.
 - Participating in external and internal meetings and activities related to the organizational mission and providing verbal and written reports on the results.
 - Participating in project and research team meetings and other organization-wide planning, development, and communication activities.
- **Perform other related duties as assigned by the Chief Program Officer.**

Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- A Bachelor's degree from an accredited university in behavioral sciences, public administration, public health, social work, or a related field. Master's Degree preferred.
- At least two (2) years paid full-time experience in a position requiring conducting projects or studies of community social services needs and/or evaluation of the effectiveness of community-based human service programs.
- Demonstrated ability to work effectively in a diverse and dynamic community environment and with a wide range of stakeholders, including program managers, employees, community residents, and program participants.
- Familiarity with government contract and private foundation funding program reporting and evaluation requirements for community-based human service providers.
- Ability to acquire, compile, and evaluate impact data from various database systems.
- Proficient use of visualization tools (PowerPoint, Excel, etc.) to organize and prepare professional reports that reason logically, draw valid conclusions, and make appropriate recommendations.
- Strong interpersonal, organizational, and written and oral communication skills.
- Ability to effectively work collaboratively with others within the organization and with external partners and a willingness to fully participate in the team process.
- Strong commitment to working with a diverse, multicultural organization and community.
- Proof of passing a TB test and Live Scan fingerprinting clearance.
- A valid Class C California Driver's License, access to personal automobile, and proof of auto insurance.
- Proof of eligibility to work in the United States.

Desired Requirements / Qualifications:

- Experience with geographic information systems, including map production using good cartographic design.
- Familiarity with Culturally Responsive and Equitable Evaluation Framework.
- Highly proficient in Data Analytics, in Excel, and other database systems/programs.
- Bilingual capacity in English and Spanish, Korean, Bangla (or other languages spoken in Koreatown service area).

To apply, please submit a **cover letter and resume**.

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