



## 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 directed specifically towards recently immigrated, economically disadvantaged youth and their families. KYCC is committed to making Koreatown and the surrounding communities a safe and beautiful place to live and work. We believe that if the family is healthy, our community will thrive. 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 45 years, and if you are passionate about creating change within our community, we'd like to meet you.

### **Research and Evaluation Analyst (Full-time, Non-exempt)**

**Unit:** Enhanced Care Management (ECM)/ Community Research and Program Evaluation (CRPE)

**Reports To:** Research and Evaluation Coordinator

**Positions Available:** 1

**Salary:** \$37,000- 45,000 annually DOE, plus BENEFITS

**Updated:** 1/31/2023

**Summary:** The Research & Program Evaluation Analyst will conduct research and program evaluations to determine the effectiveness of Enhanced Care Management (ECM) program and will work closely with the Community Research and Program Evaluation (CRPE) Team. ECM services provide a whole- person approach to children and adults experiencing complex medical and psychosocial challenges to minimize the likelihood of preventable hospital and emergency department admissions.

In collaboration with the CRPE Coordinator, the ECM Research Analyst and the ECM Program Manager will assess gaps and identify strategies to address gaps in existing community support and service capacity, support in the development of outreach plan to target populations through findings, develop logic model and evaluation tools and evaluate the effectiveness of ECM programs. This includes data collection, interpreting evaluation data, action planning based on evaluation findings, and providing insights about program performance and evaluation tasks. Performances 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:**

- Collaborate on the development of community needs assessment studies, analyze results, and produce reports on the findings.
- Conduct online research and literature reviews to identify the best data and research methodologies to address pressing issues for ECM service delivery areas.
- Identify industry-accepted evidence supported life measures and best practices to actively engage community members and organizational partners.
- Conduct focused research on Koreatown and its surrounding communities and evaluate agency programs.
- Collaborate with the Research and Evaluation Coordinator and ECM Program Manager to determine research strategies and actionable measures.
- Participate in a variety of team meetings.
- Keep abreast of research trends, and current events.
- The above covers the most significant responsibilities of the position. It does not, however, exclude other duties, the inclusion of which would be in conformity with the level of the position.



- **Program Evaluation:**

- Assist in design and implementation of systems to evaluate and report effectiveness of ECM programs and services on a continuing basis.
- Supporting working groups comprised of KYCC staff, and external experts to help develop and implement community assessment and program evaluation systems.
- Help build evaluative capacity across the agency, including providing trainings to staff.
- Collaborate in the design and implementation of effective research and evaluation studies that identifies outcome and performance measures for program effectiveness and continuous quality improvement projects.
- Review, design, and consolidate current data collection tools and practices for measuring impact to ensure cohesive, consistent, high quality data collection and analysis.
- Assist in the development of findings through written reports, data visualizations, and presentation. This may include preparing and conducting quantitative and qualitative data analysis as well as mapping and otherwise visualize data, as needed.

- **Agency-Related Tasks:**

- Participate in external and internal meetings and activities related to its organizational mission.
- Participate in project and research team meetings, and other organization-wide planning, development, and communication activities.
- Perform other related duties as assigned by the Research and Evaluation Coordinator.

**Minimum Qualifications:**

- A Bachelor's degree from an accredited university in behavioral sciences, public administration, public health, social work, or a related field.
- At least one (1) year paid full-time experience or one- year Academic Internship 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.
- 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.
- Ability to analyze, interpret, and summarize complex information into a coherent and accurate presentation.
- Awareness of the type and scope of data available online and of search techniques required.
- Strong interpersonal, organizational, and written and oral communication skills.
- Ability to use sound judgment and apply ethical considerations with confidential information.

**Desired Qualifications and Skills:**

- Experience using visualization tools (PowerPoint, Excel, etc.) to organize and prepare professional reports that reason logically, draw valid conclusions, and make appropriate recommendations.
- Ability to think creatively with resources available and multi- task on different projects and initiatives simultaneously.
- Strong commitment to working with a diverse, multicultural organization and community.
- Strong self- direction and self- motivation. Strong attention to accuracy and detail.
- 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.

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

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