

<b>Job Title:</b>	<b>Research and Evaluation Analyst</b>
<b>Department:</b>	Research and Evaluation
<b>Reports To:</b>	Director of Research and Evaluation
<b>Date Revised:</b>	11/23/2021
<b>Starting Salary:</b>	\$45,000 per year
<b>Position Type:</b>	Full Time, Exempt

**Position Summary**

The Ending Community Homelessness Coalition (ECHO) is hiring for a Research and Evaluation Analyst position. ECHO provides people experiencing homelessness, service organizations, and nonprofit and government agencies with support and technical assistance through data collection, reporting, evaluation, and performance improvement to help end homelessness in Austin and Travis County.

The Research and Evaluation Analyst is responsible for analyzing Homelessness Response System data and trends, responding to data requests from ECHO staff and external partners, contributing to research design projects, and communicating findings internally and externally.

**Description of Work**

The Research and Evaluation Analyst responds to data requests from ECHO staff, partners, and other community members, analyzes and visualizes complex quantitative data, regularly reviews housing and homelessness research studies, and helps design and carry out research and evaluation projects. The Analyst occasionally attends community and City of Austin meetings to present findings and to develop and reinforce an understanding of system needs and context.

**Essential Functions**

Data Requests and Analysis (~50%)

- Create, maintain, and update homelessness system performance [dashboard](#)
- Develop, maintain, and update queries in the HMIS database to extract data for analysis
- Respond to internal and external data requests
- Visualize data and insights for internal and external use
- Complete all analyses using reproducible coding practices
- Create, maintain, and update data dictionaries and other analysis documentation
- Use statistical techniques such as linear and logistic regression to analyze homelessness data

Research Design and Writing (~50%)

- Review research on best practices for homeless services and write literature reviews
- Prepare [reports](#) and other written materials for internal and external use
- Attend community meetings and present actionable insights
- Contribute to the design of evaluation and quality improvement systems and processes
- Contribute to the development of trainings related to research and evaluation topics

**Required Education and Experience**

- Educational or professional experience in any of the following areas: Public Health, Public Policy, Social Work, Economics, Sociology, or a related field. Candidates with relevant work experience, including advocacy and advising, are encouraged to apply in lieu of education requirements.
- One year of experience in any of the following: (a) analyzing quantitative or qualitative data, (b) writing and communicating research findings, and (c) evaluating policy or program effectiveness.

- Experience with data cleaning, analysis, and visualization.
- Excellent writing skills, especially on topics related to social policy, housing, and/or homelessness.

**Preferred Education and Experience**

- Experience with complex data analysis and visualization using R or other statistical software
- Experience managing large datasets using R or other statistical software
- Experience monitoring performance metrics
- Organized approach to time and task management
- Experience writing clear reports and formulating recommendations to various stakeholders
- Experience working with journal databases and conducting literature reviews
- Ability to work with others to finish projects with a high degree of quality and attention to detail
- Experience in the homelessness services field
- Understanding of systemic and historical factors that have contributed to homelessness
- Interest in different approaches to addressing homelessness
- Interest in understanding and addressing racial disparities in homelessness

**\*Note:** Qualified applicants are not expected to meet ALL education/experience qualifications as outlined above. If you are interested in this position, we encourage you to apply and gain experience in areas you are not confident in. Training needed to perform data analysis and visualization in R, as well as training in data security and privacy, will be provided during the first three months of employment in the Analyst role.

**Supervisory Responsibilities**

This is not a supervisory position.

**Other Duties**

This job description does not contain a comprehensive list of activities, duties, or responsibilities required of Analysts.

**Work Environment**

This job operates in a professional office environment and remotely. Currently, work is fully remote. Some activities will be conducted in the community, including in other offices, libraries, and other community-based settings. ECHO employees are required to use a personal cell phone for business purposes.

**Physical Demands**

This position requires regular movement associated with using a computer and other office equipment, traveling to meetings, and holding in-person and telephone conversations. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

**Travel**

Overnight travel is not required.

**ECHO Core Values**

Ideal candidate will share ECHO's core values that housing is a basic human right and that all individuals and families deserve resources and opportunities to end their homelessness.

ECHO does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, physical or mental disability, or age. Women, transgender or gender non-conforming people, racial and ethnic minorities, veterans, people with lived

**Job Title:** Research and Evaluation Analyst



experience of homelessness, and others from historically marginalized communities are encouraged to apply.

**Research and Evaluation Department Values**

In addition to ECHO's core values, the Research and Evaluation team values the following and is seeking a co-worker that values these as well:

- The stories and experiences of people experiencing homelessness cannot be fully captured with quantitative (HMIS) data.
- Explanations matter more than just data.
- Our work relies on the expertise and perspectives of others, including ECHO staff and external partners.
- Transparency, not just of the data but of the data collection process—including its flaws and limitations—is important.

**To Apply**

Please send a cover letter and resume to Akram Al-Turk, ECHO Research and Evaluation Director, at [akramalturk@austinecho.org](mailto:akramalturk@austinecho.org). After a phone screening, we will ask eligible candidates to provide a short writing sample, perform a data analysis task, and provide contact information of 2 professional references. This position will remain open until filled.