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| <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>    | 6/9/2022                               |
| <b>Starting Salary:</b> | \$48,750 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, research, evaluation, and performance improvement to help end homelessness in Austin and Travis County.

The Research and Evaluation Analyst is responsible for contributing to research design, analyzing homelessness data and trends, incorporating local socioeconomic data into analyses of homelessness, and communicating findings internally and externally.

**Description of Work**

The Research and Evaluation Analyst helps design and carry out research and evaluation projects, reviews housing and homelessness research studies, conducts statistical analysis of quantitative data, and contributes to ongoing qualitative research projects. The Analyst occasionally attends community and City of Austin meetings to present findings and to develop and reinforce an understanding of the individual- and community-level factors that contribute to homelessness.

**Essential Functions**

**Research Design and Writing (~50%)**

- Review research on best practices for homeless services
- Contribute to the design of research and evaluation projects
- Write reports, memos, and blog posts that focus on the following topics:
  - Key factors contributing to homelessness
  - The relationship between healthcare use/outcomes and homelessness
  - The relationship between criminal justice and homelessness
- Present key findings and insights to external stakeholders

**Data Analysis (~50%)**

- Develop, maintain, and update queries in the HMIS database to extract data for analysis
- Complete all analyses using reproducible coding practices
- Visualize data and insights for internal and external use
- Use statistical techniques such as linear and logistic regression to analyze homelessness, healthcare, and criminal justice data

**Minimum Required Education and Experience**

- Educational or professional experience in any of the following areas: Public Policy, Economics, Sociology, Public Health, or a related field. Candidates with relevant work experience, including researching and advising, are encouraged to apply in lieu of education requirements.
- At least one year experience conducting quantitative research in an academic setting.
- At least one year experience conducting qualitative research in an academic setting.
- At least one year experience with research design.

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- Knowledge of various research methods.
- Experience writing and communicating research findings.
- Experience with data cleaning and analysis.
- Excellent writing skills, especially on topics related to social policy, housing, and/or homelessness.

### **Preferred Education and Experience**

- Experience with complex statistical analysis using R
- Experience managing large datasets using R
- Organized approach to time and task management
- 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
- 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

### **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 experience of homelessness, and others from 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

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- 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 research writing sample, perform a data analysis task, and provide contact information of 2 professional references. This position will remain open until filled.