



# Job Opening

<b>POSITION:</b>	Program Evaluator
<b>CLASSIFICATION:</b>	Regular, Full Time (40 per week), Hourly, Non-Exempt
<b>LOCATION:</b>	155 Wabasha St S Suite 105, St Paul, MN 55107
<b>WEBSITE:</b>	<a href="https://hacer-mn.org/">https://hacer-mn.org/</a>
<b>CLOSING DATE:</b>	Open Until Filled

Hispanic Advocacy and Community Empowerment through Research (HACER) is the only advocacy-driven, Latino-specific research organization in the Upper Midwest. HACER was founded in 1988 as a collaborative effort between Ramsey County Human Services, Comunidades Latinas Unidas En Servicio (CLUES), and Metropolitan State University. Our mission is to engage Latino Minnesotans through research, evaluation, and community action to promote equitable representation at all levels of institutional decisions and policy change. Learn more about HACER at <https://hacer-mn.org/>.

## BENEFITS:

- Pay rate is \$55,000 - \$58,000 per year
- Fifteen (15) PTO Days and Ten (10) Paid Holidays per year – prorated 1<sup>st</sup> year based on date of hire
- 401(k) retirement plan with company match
- Employee benefit stipend provided for purchase of insurance benefits
- Paid bereavement and parental leave
- HACER's work environment is equity and social justice based, relaxed atmosphere and mission focused
- Support Professional or Personal development

## JOB SUMMARY:

A program evaluator creates a review process to evaluate the effectiveness of programs by developing feedback methods, conducting user interviews and recording results for evaluation. The program evaluator needs to train program staff members to interview customers and record information. They create a plan to increase programming quality and user satisfaction and may be required to deliver regular and annual reports to all stakeholders.

## JOB RESPONSIBILITIES:

- Monitor and evaluate collection and quality improvement initiatives throughout programs.
- Design and develop data collection and program evaluation tools.
- Conduct routine analysis on program process and outcome data.
- Identify program improvement with project work.
- Provide training for staff on different evaluation aspects.
- Draft written reports and presentations related to evaluation process and findings.
- Consult appropriate personnel as needed to facilitate ongoing process of program design, implementation and revision.
- Prepare for and conduct meetings and presentations, effectively and professionally.
- Develop data collection protocol and instrumentation necessary to conduct in-depth studies.
- Conduct reviews of program-related documents, data files, published information and official reports.
- Provide evaluation-related technical assistance to grantees individually and in group through site visits, conferences and seminars.

## REQUIRED QUALIFICATIONS:

### Education and Experience:

- Bachelor's degree in evaluation, business administration, or in a relevant field
- Minimum of 2 years previous experience leading program evaluation efforts

## Knowledge, Skills and Abilities:

- Spanish fluency would be preferred
- Excellent communication skills with the ability to provide written and oral reports. Must be able to communicate effectively within all levels of the company
- Excellent interpersonal skills and knowledge of interviewing techniques
- Excellent project management skills, strong attention to detail, and demonstrated ability to multitask
- Concrete knowledge of current data-gathering techniques and technology
- Ability to analyze, visualize, and interpret data
- Ability to prioritize tasks and solve problems independently and in a team
- Successfully manage multiple tasks/projects and deadlines simultaneously
- Able to resolve complex problems with minimal guidance
- Adhere to the highest standards of ethics, integrity, professionalism, sensitivity, confidentiality
- Ability to attend In-Person meetings at the St. Paul, MN office, at least twice a week
- Ability to travel throughout Minnesota.

**ORGANIZATION SUMMARY:** HACER (Hispanic Advocacy and Community Empowerment through Research) was founded in 1988 to address the lack of information for the Latina community as well as Latino issues in Minnesota's public discourse. HACER now has grown and evolved to serve Latino in Minnesota through research, focus groups, workshops, programs and more.

Please go to HACER's to apply through our online applicant tracking system.

Please apply on our job board or see our website at <https://hacer-mn.org/> to be considered.

Diversity and open expression are fundamental to the work of HACER. We are passionate about building and sustaining an inclusive and equitable working environment where everyone can belong. Every member of our team enriches our work by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions. We welcome everyone to apply, especially those individuals who are underrepresented in our sector: individuals who identify as BIPOC, LGBTQI+ and gender fluid or gender nonconforming, individuals with disabilities (both seen and unseen), veterans, people of any age or family status. We encourage you to apply even if you feel like you don't fit 100% of the technical requirements. Equal Opportunity Employer: All qualified applicants will receive consideration for employment without regard to age, race, color, religion, disability, marital status, national origin, sex, gender identity, sexual orientation, familial status, genetic information or a protected veteran's status.