

Promesa Boyle Heights
Data and Evaluation Manager

ABOUT PROMESA BOYLE HEIGHTS

Promesa's mission is to improve conditions in Boyle Heights at the individual, school, and systems level by building a movement of partner organizations, students, and families collaborating to close the opportunity gap and strengthen supports for students from cradle through college and career. For more information, visit:

www.promesaboyleheights.org

Promesa Boyle Heights is a passionate collaborative of residents, youth, schools, local organizations and public/private institutions working together to realize a vision where:

1. Every individual has access to a range of supports in the home, in our schools, and in the community to foster school and life success;
2. Organizations are collaborating and closing the opportunity gap amongst the most marginalized and underserved populations in our community, and;
3. A powerful, resident-led collaborative is winning system-level policy changes that create a safer, healthier, and more stable Boyle Heights.

POSITION OVERVIEW

Summary: The Promesa BH Data and Evaluation Manager will be responsible for planning and assisting with focus groups; conducting interviews; entering, coding, and analyzing data; administering surveys; and assisting with the preparation and editing of reports.

QUALIFICATIONS

You draw upon a diverse set of skills and experiences in research design and data collection, analysis and reporting - including:

- Bachelor's degree or higher in social sciences or related field.
- At least 1 year of research/evaluation experience, preferably outside the classroom.
- Experience with basic quantitative and qualitative research methods, data collection, analysis and reporting.
- Experience analyzing data using statistical software (SPSS, Stata, R).
- Experience managing or working with databases and large data sets.
- Bilingual in Spanish (oral and written), including the ability to translate and conduct interviews and focus groups in Spanish.
- Detail oriented with effective time management skills.
- Excellent critical thinking and problem-solving skills.
- Excellent writing and oral communications skills.
- Experience working with diverse populations.
- Ability to be an effective team player and to work independently.

Physical Requirements: While performing the duties of this job, the employee will be required to sit, talk, hear, and type- at times for extended periods of time. The employee will also occasionally be required to stand, walk, and drive. The employee will occasionally be required to lift and/or move up to 25 pounds.

Work Environment: Promesa is a community-led, progressive, and innovative collaborative in Boyle Heights. The staff strives to maintain a high degree of trust, team spirit, and energy while working to build community power and capacity. While



employed by Proyecto Pastoral, the C-S Director will work closely and will also be accountable to the Promesa Boyle Heights General Assembly and Steering Committee.

Please note that while the Safer At Home Order remains in the City of Los Angeles, many of these responsibilities will be carried out through a virtual platform.

TO APPLY

Current resume, letter of interest, application questions, and 3 references should be sent electronically to hr@proyectopastoral.org with the subject line: **Promesa Data and Evaluation Manager**. Applications will be accepted until the position is filled. We encourage interested applicants to submit as soon as possible.

Application Questions:

1. Why are you interested in working with the Promesa BH team, and in the Data and Evaluation Manager role?
2. Please describe your experience organizing or supporting different research projects - please include your experience with quantitative and qualitative data collection and analysis.
3. How can data collection and learning processes support resident-led social justice work?

COMPENSATION & BENEFITS

\$47,000-55,000 depending on experience. Full-time position with excellent benefit package, including health, dental, vision, vacation, sick days, holidays and 401k plan.

Proyecto Pastoral is the backbone organization for the Promesa Boyle Heights collaborative. Proyecto Pastoral was founded in 1986 by community residents and the California Province of Jesuits. It has grown into a highly effective community building organization serving more than 6,000 children, youth and families annually through early education centers, youth development programs, as the backbone organization of Promesa BH, homeless shelters and organizing initiatives. For more information, visit: www.proyectopastoral.org.

Proyecto Pastoral is an equal opportunity employer. Women, LGBTQIA and people of color are encouraged to apply.