COMMON GROUND COMMUNITY
JOB VACANCY NOTICE

OFFICE TITLE: Evaluation Assistant
REPORTS TO: Evaluation Associate
UNIT: Quality Assurance and Compliance

SALARY – Exact salary commensurate with experience
LOCATION: 505 8th Ave

JOB DESCRIPTION:

Reporting to the Evaluation Associate, the Evaluation Assistant will support various departments with evaluations and data requests. Responsibilities include completing background research and/or literature reviews on specific topics, managing data, assistance in preparing materials, reports, and presentations, and providing the departments with ongoing data support.

ESSENTIAL DUTIES:

- Oversee day to day management of data
- Conduct quality assurance on data systems
- Assist in preparing background information, materials, and/or reports
- Assist in data collection needs and data input as needed
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS:

EXPERIENCE:
Demonstrated interest in homelessness, permanent housing and general poverty issues. Knowledge of social research and/or policy a plus.

SKILLS:
Ability to carry out simple statistical analysis and interpret results. Good interpersonal skills, experience with group work, demonstrated team player.

EDUCATION:
Bachelor’s or equivalent experience.

COMPUTER SKILLS
Fluent with MS Office programs - Word, Excel, PowerPoint
Knowledge of SPSS or other data analysis software required.

Common Ground is an Equal Opportunity Employer