



Program Evaluation Analyst II	
FLSA Status: Exempt	Reports To: Director of Resiliency Programs

Position Summary

Vet program data and compile reports for ACAM's management of Housing Stability and Homelessness and Eviction Prevention programs; provide analysis, post award services, and oversight to ensure ACAM and sub-grantee compliance with federal grant requirements; provide technical assistance for staff of grant funded homelessness/eviction prevention programs and contracted service providers; perform additional programmatic and operational duties as assigned.

Essential Job Functions

Program Reporting and Analysis:

- Review information and prepare various program reports for internal and external stakeholders.
- Conduct presentations for internal and external stakeholders.
- Vet incoming reports from monthly, quarterly, and yearly for Emergency Solutions Grant (ESG), Emergency Food and Shelter Program (EFSP), Annual Service Data Report (ASDR), Housing Stability Services (HSS) and other homelessness/eviction prevention programs
- Maintain tracking log for each program and provide technical assistance
- Organize and conduct Technical Assistance trainings with vendors for homelessness/eviction prevention programs.
- Conduct program evaluation reports for Housing Stability programs
- Assist with Continuous Quality Improvement (CQIs) and data management for housing stability programs
- Assist the Director of Resiliency to ensure ACAM fulfills reporting obligations for all homelessness/eviction prevention programs.
- Assist the Compliance and Reporting Manager with routine compliance reviews of ACAM programs and subrecipients/vendors.
- Maintain electronic and hard copy files for each grant-funded project to be used for tracking and reporting purposes.
- Monitor subrecipient/vendor reports and HMIS records and ensure compliance with reporting protocols.
- Regularly update the Housing Stability Reports, activity reports & training and CQI attendance logs.
- Use program data to improve ACAM's various homelessness/eviction prevention programs.
- Project management of other basic needs, homelessness prevention, and/or other crisis response projects as assigned.
- Oversee the Lived Experience Council quarterly meetings.
- Co-supervise the Housing Associate
- Work with external Research and Evaluation contracted consultants

Nonprofit Program Administration:

- Organize meetings, maintain required correspondence, retain required records.
- Generate reports for all relevant stakeholders, funders, and nonprofit organizations.
- Represent ACAM in the community through the Education & Outreach Program.
- Assist with the housing procurement processes.
- Other programmatic and operating duties as assigned.

Location

- This position is 100% in the office. Candidates must reside in the Greater Houston area.
- Attendance at meetings/events outside of traditional working hours will be necessary.
- Regional travel required; must have valid driver's license and auto insurance.

Education/Training

- Bachelor's degree required and/or 5 years of experience
- Research lab experience in data analysis preferred
- Teaching Assistance experience preferred

Experience

- Minimum 2 years experience in evaluation of nonprofit analysis/reporting
- Experience with data collection and analysis, evaluation, and report writing
- Consulting experience
- Data Management certification preferred
- Experience with ESG, EFSP, ERA and other homelessness/eviction prevention programs
- Intermediate to Advanced Microsoft Excel skills
- Intermediate to Advanced PowerPoint skills

Special Requirements

- Working knowledge of nonprofit operations and federal/state grant programs
- Detail oriented with excellent verbal, written, and interpersonal skills
- Ability to work with multiple organizations
- Ability to support a learning community and capacity building in the areas among ACAM's Partners

Compensation

- \$45,000 to \$55,000 per year based upon experience.
- Medical, dental, vision provided; pension after six months.

Equal Opportunity Employer

ACAM is an Equal Opportunity Employer. The Board of Directors and its agents, officers and staff members shall not discriminate on the basis of gender, race, disabling condition, age, color, religion, national origin, military status, or any other legally protected status outlined by federal, state, or local laws in making decisions regarding staff members or volunteers.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. ACAM makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Candidates must successfully pass a pre-employment criminal background check.