



Return to Work: Research and Evaluation Consultant

Project based consultancy, dates to be determined

PROJECT ECHO (Entrepreneurial Concepts Hand On), is a 501(C)(3) non-profit organization that was established in 1996 with the goal of re-engaging teens that are innately not college bound. Today, the organization had grown and now reaches teenagers from every academic and economic background and prepares them for college and future careers. Project ECHO collaborates with high schools to teach students business and entrepreneurship, and engages teens in a variety of business themed events at UCLA including a formal business plan competition. Its engaging alternative education helps students acquire useful vocational, business and entrepreneurship training and experience. It has grown from a small program initiated at Santa Monica High School to a vibrant multi-faceted STEM focused business and entrepreneurship academy. This year, it's poised to enroll 500 teens from 20 different high schools from Los Angeles, Santa Barbara, San Joaquin, Ventura, and Orange Counties.

Consultancy Overview:

Project ECHO is currently seeking an experienced individual to join its team to lead survey design, data collection and analysis and develop appropriate pre and post program evaluation tools issued to program participants, and program alumni.

Essential Functions

- Assist in the development & implementation of planning and evaluation surveys and processes to help identify program impact and outcomes.
- Offer data-driven insights and advice at various stages in the program cycle—identifying objectives, sampling, questionnaire development, data collection, analysis, and reporting
- Write narrative demonstrating survey results for inclusion in board reports, annual reports and other publications.
- Maintain up-to-date tracking of programmatic outcomes for programs.
- Develop an array of surveys and questionnaires for a variety of audiences, to include pre and post program assessments, impact on alumni post program, teacher surveys, mentor surveys, and volunteer surveys.
- Other duties as assigned.

Minimum Qualifications:

Knowledge of qualitative evaluation methodology and familiarity with quantitative research methods including sample design, data collection, and questionnaire design.

- Strong analytical skills and ability to assess information gathered from a variety of sources to formulate recommendations on issues of broad strategic impact within and external to the organization.
- Bachelors Degree (Graduate student preferred) in field of business or public administration, nonprofit management or other related field. Equivalent education and work experience required with an understanding of statistics and finance.
- Strong interpersonal skills to ensure effective interactions with individuals at all levels and backgrounds.
- Excellent written and oral presentation skills.
- Skilled in Outlook, Word, Excel.
- Demonstrated ability to multi-task, prioritize deadlines, work independently, take initiative and maintain confidentiality.
- Ability to work independently to carry out projects from start to finish
- Must be able to work independently and successfully from a personal office, and have the technology (computer, printer, telephone) to complete required tasks.

Project ECHO is a small non-profit that currently has two staff. Creativity, flexibility, ingenuity and a sense of humor are all traits that would fit in well here.

The consultant retained for this position is expected to work approximately 40 hours a month from a home/personal office, provide their own office equipment to include computer, printer, internet access, telephone, etc. This position reports to the Program Manager.

JOB SNAPSHOT

Base Pay: \$500 stipend

Employment Type: Temporary Consultant/4-5 Months or until project is complete

Openings available: Two

Experience: Experience creating surveys and analyzing data is required.

Required Travel: Ability to meet/participate in periodic team meetings via telephone or in person in the South Los Angeles County/SouthBay

How to Apply:

Email resume and quantitative narrative/writing sample to:

Diane Quast, Executive Director

DQuast@projectecho.org