



**THE CENTER FOR VIOLENCE-FREE RELATIONSHIPS
JOB ANNOUNCEMENT**

Use your analytical mind and management skills to help improve the lives of others!

Do you want a job where you can use data to help improve services to those affected by sexual and domestic violence? Where you can see the positive impact of your contributions? Here is your chance to utilize your strengths in data analysis and team facilitation to be a positive force for change in a community. Come work with an exceptional team of people at The Center for Violence-Free Relationships.

WHO WE ARE: The Center for Violence-Free Relationships serves domestic violence and sexual assault victims and their families. The Center is all about being a place that brings together smart, talented people from a diversity of backgrounds. We strive to be a place where you can bring your whole self to work. We've cultivated a truly unique workplace culture that encourages out-of-the-box thinkers who don't believe in the impossible. The Center is currently seeking a dynamic individual to join our data team.

The Center for Violence Free-Relationships, located in Placerville, CA is regarded as one of the most innovative and progressive sexual assault and domestic violence agencies in the state. The Center's ground breaking programs and our demonstrated outcomes have been featured at the local, state and national level. Fulltime and part-time eligible employees at the agency enjoy 12 paid holidays, paid vacation and sick time, and health benefits. The Center is a high performing organization requiring high performing employees who are passionate, skilled and dedicated to building healthy relationships, families and communities free from sexual assault and domestic violence. The Center is currently seeking qualified individuals interested in full time employment to perform the duties of Program Analyst.

JOB DESCRIPTION

POSITION: Program Analyst

REPORTS TO: Executive Director

WORK WEEK: 40 Hours per week (Monday – Friday 8:30 -5:30 pm, occasional evening and weekend functions)

STATUS: Exempt

SALARY: \$60,000 annually

POSITION SUMMARY:

The Program Analyst supports agency operations and staff in ensuring the smooth delivery of

projects and programs, both internally and externally; while adhering to program, practice, and operations guidelines. The Program Analyst role encompasses multiple areas including; data management, metrics and reporting, team facilitation and coordination, and process definition and improvement.

The Program Analyst manages the intersections of systems, data, and processes across departments and programs. The position analyses the agency's data to allow for the continued improvement of services to those affected by sexual assault and domestic violence. This position also serves as the Enterprise Administrator to a statewide collaborative database network ensuring the continued efficacy and expansion of this network.

AGENCY DESCRIPTION: The Center for Violence-Free Relationships is dedicated to building healthy relationships, families, and communities free from sexual assault and domestic violence through education, advocacy and services in western El Dorado County.

RESPONSIBILITIES:

1. Program Analysis:

- a. Work with Directors and the Program Data Assistant to develop and improve program and services through program analysis.
- b. Work with Directors and the Program Data Assistant to develop best practices, performance management systems, and outcome measurements.
- c. Supervise the production of program audits to report frequency of services, effectiveness of services, and staff performance.
- d. Ensure The Center produces the outcomes outlined in the Theory of Change.
- e. Supervise the completion of reporting of services and outcomes as required by The Center's grants.
- f. Supervise the Program Data Assistant in the data entry and recordkeeping of the Positive Solutions Program.
- g. Supervise the Program Data Assistant in billing for services and assist in the creation of the processes needed to manage billings.

2. Efforts to Outcome (ETO) Software System Administrator:

- a. Maintain and develop the ETO processes and protocols to manage services and outcomes related to all of The Center's programs.
- b. Supervise the Program Data Assistant in performing data cleanup, batch uploads, end user training, and system customization in ETO.
- c. Continue to develop and assess ETO systems and methodology. Develop strategies for implementing program evaluation techniques as needed for performance management.
- d. Create and maintain the data collection processes and report necessary for grant reporting, board reporting, staff management, and program evaluation/performance management.

3. ETO Network Enterprise Administrator:

- a. Write, monitor, and report on the grants necessary to maintain and expand the ETO Network.
- b. Maintain and create The Center's templates for ETO Implementation.
- c. Expand the ETO network by implementing additional organizations onto the ETO Enterprise.
- d. Maintain and strengthen the relationships with current Partner Agencies.
- e. Create and maintain an ETO Network User's Group.

QUALIFICATIONS:

1. Minimum of three years management experience, including supervision of professional staff and knowledge of effective personnel strategies.
2. Experience in SQL databases and the ability to become a Certified Efforts to Outcomes (ETO) Administrator and Web Intelligence Report Builder.
3. Knowledge of the concepts of performance management, theory of change, and social value nonprofits.
4. Experience with program conceptualization, design, development, implementation and evaluation.
5. Leadership skills, listening skills, excellent communications skills.
6. Ability to manage multiple priorities simultaneously.
7. Ability to type efficiently and work effectively in Microsoft Office including Excel, Word, and Outlook.
8. Working knowledge of Windows Operating systems, PC hardware, and office networking systems.
9. Experience with consulting with nonprofits and maintaining relationships with consulting partners.

PHYSICAL JOB REQUIREMENTS:

During working hours, employee must have the ability to:

1. Attend functions in evenings and on weekends when necessary.
2. Sit for 75% of their working hours.
3. Lift objects to 25 pounds from floor to shoulder level and carry for brief periods.
4. Bend and stoop while filing.
5. Twist and reach while at a desk or computer terminal.
6. Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.
7. Hear and speak well enough to converse over the phone or in person at all times.
8. Legally and physically able to drive their own and/or agency vehicles during and after work hours.

Accommodations may be made for some of above requirements. It is employee's responsibility to make their supervisor or other management personnel aware of any special needs that they may have.

The Center for Violence-Free Relationships is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. Survivors or domestic violence and/or sexual assault are encouraged to apply.

If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The Center is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

TO APPLY:

Reply via email. Please send cover letter and resume to Emma at emmao@TheCenterNow.org by 5:00

pm on Thursday April 25, 2019.