



Date: February 2, 2023

Position: Program Evaluator (Full-Time)

The Organization:

The mission of Los Angeles Center for Law and Justice (LACLJ) is to secure justice for survivors of domestic violence and sexual assault and empower them to create their own futures. LACLJ is a 40-person non-profit law firm serving survivors throughout Los Angeles County. LACLJ's primary practice areas are family law and immigration. However, LACLJ strives to provide clients with holistic legal services and has a criminal justice advocacy practice. Through our integrated legal/social worker service model, LACLJ Community Advocates provide supportive services such as education, safety planning, accompaniment, and linkages to other service providers as part of the legal team. LACLJ is committed to a trauma-informed and culturally responsive workplace and service provision.

The Position:

LACLJ seeks a Program Evaluator with a strong commitment to public interest and social justice advocacy to join our team. The Program Evaluator will report directly to the Senior Program Manager. They will be responsible for on-going evaluation and data management efforts. They will contribute to continuous quality improvement and mission-driven outcomes across the organization's programs. They will work collaboratively with LACLJ's grants management team and the Senior Program Manager to prepare, submit and provide reports for philanthropic and government funding. Additionally, they will create a review process to evaluate the effectiveness of programs by developing feedback methods, conducting interviews, and recording results for evaluation. In addition, this position offers the opportunity to:

- Support grants management team with developing, managing, and implementing program data evaluations, tools and systems to collect, analyze, and interpret continuous learning and quality improvement efforts
- Collect data using multiple approaches such as interviews, surveys, focus groups, participant observation, or other methods
- Develop and use logic models to describe programs and illustrate the association among resources, activities, outcomes, and goals.
- Revise and update survey instruments needed to ensure most accurate programmatic outcomes for all programs and services
- Perform appropriate quantitative and qualitative data management and analysis for all programs
- Work with program staff to develop and implement methods for data collection and analysis
- Develop evaluations of existing programs to assess their efficacy in meeting project goals
- Ensure evaluation activities are done in an inclusive and culturally competent manner
- Provide clear and concise interpretations of evaluation results in written reports
- Report data to identify gaps, trends or patterns that can be used to improve future programs
- Manage distribution, collection and reporting of annual trauma-informed organizational assessment to guide mission driven organizational goals and strategic planning efforts

Essential Job Skills and Abilities

All candidates must have:

- M.S.W. degree from CSWE-accredited program
- BA in Statistics or Social Science research

- Two years' non-profit management or work related experience
- Strong written and oral communication skills
- Strong interpersonal skills, and an ability to work collaboratively with a dynamic team
- Strong research skills to gather information
- Strong technology and software skills including MS Outlook, Word, Excel etc.
- Ability to interpret data and draw conclusions from it
- Experience with SWOT analysis, asset mapping, logic models, etc.
- Experience with private and/or government grant requirements

Preferred candidates will have one or more of the following:

- Experience with Legal Server or similar case management software
- Commitment to trauma-informed advocacy, empathy, responsive listening, and demonstration of authentic care and concern
- Previous experience working with survivors of domestic violence, sexual assault or human trafficking, and/or immigrant populations
- Demonstrated commitment to serving low-income people

Working Conditions and Physical Requirements

- Work will be performed remotely or in an office setting at a work station
- This position requires concentration on tasks while facing distractions
- This position requires attendance at meetings, both remote and in person, in and outside the LACLJ offices and requires applicants to be located in Southern California
- Use of office machines such as computers, photocopiers, and telephones
- Ability to work at and travel between the LACLJ main office at 5301 Whittier Blvd. in East Los Angeles and other locations
- LACLJ complies with all Los Angeles County Covid-19 Vaccine mandates, which may require candidates to provide proof of Covid-19 vaccinations and boosters

Salary and Benefits: This position is an exempt position with an annual salary range of \$65,000 to \$69,000 per year depending on experience. LACLJ offers a generous benefits package, a 35-hour workweek, paid vacation leave and sick leave and 100% employer-paid medical (Kaiser), dental, vision, long-term disability, life insurance. Staff also have the option to participate in a 403(b) retirement plan and dependent and health flex savings accounts (FSA). LACLJ is an eligible nonprofit employer for the Public Service Loan Forgiveness (PSLF) Program.

To Apply: Please send a cover letter and resume to Marilyn Florentino, Office Manager, via email to marilyn@laj.org with the position title in the subject header. Resumes will be accepted until the position is filled.

Los Angeles Center for Law and Justice is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, disability, or sexual orientation.