



The Center for Nonprofit Development  
and Pluralism

## **Position Announcement: Project Specialist, Community Research and Evaluation**

**Location:** Washington, DC

**Salary:** \$38,000 - \$44,000

**Reports to:** President and Program Administrator

**Contact:** [Tosha@mosaica.org](mailto:Tosha@mosaica.org)

**Position Closes:** January 31, 2010 or when filled

### **Overview of Position and Mosaica:**

Mosaica, a values-based nonprofit consulting organization, seeks a Project Specialist focusing on community research and evaluation, who will play a key role in the organization's various community-focused research and program evaluation efforts. These include a number of HIV/AIDS-related projects, as well as evaluations of organizing and advocacy. Most work includes some quantitative analysis as well as considerable qualitative work, and involves online surveys, interviews, focus groups, case studies, and other approaches. Mosaica's specialty is working with communities of color, HIV/AIDS groups, community planning bodies, and funders that support such activities. The Specialist may serve as a project coordinator or team member, depending on the assignment. S/he works closely with the President and other staff as required by assignments.

Mosaica is looking for someone who has academic training in community-based research and evaluation, knowledge of basic quantitative methods as well as qualitative approaches, some practical experience, an a commitment to improving life opportunities in communities of color, and a serious interest in strengthening community-based organizations. Mosaica uses a team-based approach and will provide for on-the-job learning. Extensive experience is not expected; a deep commitment to the work is essential.

The job involves helping to plan and implement program evaluations and community research assignments, doing data analysis and report writing, preparing technical assistance (TA) materials, and providing individualized training and TA to nonprofit organizations, grantmakers, and public agency personnel. The community groups assisted are mostly community-based service providers or nonprofits serving communities of color, low-income communities, populations living with or at risk for HIV/AIDS, and/or immigrants.

Established in 1994, Mosaica works locally, nationally, and sometimes internationally. It is a small nonprofit (10-12 staff and fellows) with a reputation for excellence and the mission of providing tools to nonprofits to build just, inclusive, and thriving communities and societies. Its special commitment is to assisting groups that serve and represent populations whose voices are least likely to be heard when policies are made and resources are allocated. For more information, go to our website, [www.mosaica.org](http://www.mosaica.org).

### **Responsibilities:**

- Helping to plan, design, coordinate, and implement research and evaluation projects. Roles include:
  - Helping to design and develop research and evaluation projects, including proposals, research/evaluation designs, work plans, and timelines.
  - Developing data collection instruments (such as interview guides, focus group scripts, document review formats, case study checklists, and online surveys using SurveyMonkey technology).
  - Analyzing data using sound qualitative and quantitative techniques.
  - Serving as liaison with client organizations, working closely with the Mosaica President or the senior consultant on the project.
  - Writing or helping to write final evaluation reports and other materials (e.g., PowerPoint handouts) for presentations to client organizations.
  - Coordinating Mosaica's work on a project in close coordination with the President or the senior consultant on the project.
  - Monitoring project expenditures and deadlines.
- Supervising fellows or interns assigned to the project, and ensuring appropriate staff development opportunities.
- Providing training and technical assistance to staff and Boards of Directors of community-based organizations on evaluation and other community-based research, to build their capacity for needs assessments, documentation, and evaluation. As a part of all TA assignments, developing technical assistance and training materials and reports as well as staffing and facilitating TA meetings and consultations.
- Assisting with research or evaluation related aspects of Mosaica organizational development assignments – for example, helping to plan and implement organizational assessments and environmental scans as input to decision making for strategic plan development.
- Assisting with proposal development and helps market Mosaica's evaluation expertise to bring in new research and evaluation projects.
- Working with the President to meet Mosaica's 2008-2010 evaluation-related organizational goals.
- Carrying out other tasks as assigned by the President or senior consultants.

## **Skills and Capabilities:**

- Experience with communities of color and multicultural (particularly African American and/or Latino) communities, and a deep commitment to assisting such communities and strengthening community-based organizations.
- Qualitative and quantitative research and program evaluation skills, and some practical experience in evaluation design, implementation, synthesis and interpretation of data, and reporting.
- Experience or strong interest in providing evaluation and organizational development technical assistance and capacity building through training workshops and individualized assistance, particularly to small nonprofits. Skills in group facilitation and training, including designing and delivering interactive training sessions.
- Academic and/or practical knowledge of qualitative data collection (e.g., survey and interview guide development) and analysis methodologies, including basic quantitative analysis methods.
- Bachelor's or Master's in public health, social work, or a related field (e.g., public policy, public administration), or equivalent experience.
- Solid writing skills and ability to organize and effectively present evaluation and technical assistance findings and results verbally and in writing.
- Strong oral communications skills and willingness to represent the organization in many settings, make presentations, and participate effectively in technical and professional meetings.
- Self-starter with strong time management and multi-tasking skills. Able to work under pressure, managing several complex assignments with multiple and tight deadlines.
- Budget and workplan monitoring experience helpful.
- Commitment and ability to do work using a team approach with diverse staff.
- Willingness to do some traveling for project work.
- Strong computer proficiency and some knowledge of evaluation-based software such as SPSS and online survey tools such as Survey Monkey or Zoomerang.
- Experience with HIV/AIDS programs and interest in public health issues preferred.
- Knowledge of grassroots advocacy and social justice frameworks a plus.

Mosaica is an equal opportunity employer.

**To apply:**

To apply for the position, please send the following to [tosha@mosaica.org](mailto:tosha@mosaica.org)

1. **Letter:** A letter explaining your interest in and most important qualifications for the position, with direct reference to the responsibilities and skills stated in the position description
2. **Resume:** A detailed, succinct resume that includes positions and key dates
3. **References:** At least three professional references, including name, phone number, e-mail, and current affiliation, plus how long they have known you and the capacity in which they became familiar with your work