



## **Position Description:**

<b>Organizational Role:</b>	<b>Research, Evaluation, and Learning Fellow</b>
<b>Department:</b>	<b>Research, Evaluation, and Learning (REL)</b>
<b>Reporting Relationships:</b>	<b>Reports to Senior Director, REL</b>

Children's Health Fund (CHF) is committed to creating a diverse environment and is proud to be an equal opportunity employer. We value unique experiences and perspectives and believe our differences enrich the organization and enable us to confidently fulfill our mission. We strive to create a work environment that is inclusive, equitable, and welcoming. We encourage qualified candidates to apply regardless of identity characteristics.

If you are passionate about the work and our mission, if you strive for excellence, if you are smart and good at what you do, we celebrate you as you are.

## **Position Overview:**

Children's Health Fund (CHF) supports a coalition of pediatric programs that provide quality, comprehensive healthcare to children and families living in under-resourced communities throughout the United States. This National Network is unique because it is composed of healthcare providers who work at the community level, building trust, and providing resource-intensive care that people in these communities would not otherwise receive.

Children's Health Fund has been at the center of the movement for health equity for children for 35 years. CHF's National Network is a critical resource in ensuring that children living in under-resourced communities have the same chance to live a healthy life as every other child in this country. Bringing together the many providers of care in these communities in one network allows CHF to share knowledge that improves healthcare everywhere. It allows us to spot and head off emerging challenges and act as one voice for policy change.

Children's Health Fund's national office, where this position is situated, has a core team of passionate staff that builds relationships with program partners and donors, ensuring that each program's needs are met and patients on the ground can continue to receive quality care. CHF has the ability to respond to public health crises and disasters, equipping programs with both preparedness and relief measures. Our teams in the areas of National Programs, Policy & Advocacy, Research-Evaluation-Learning, Communications, Development, Administration, Information Technology, and Finance work synergistically to design and implement ways to both sustain and grow the work of the National Network, in order to continuously transform pediatric care in under-resourced settings.

**Reporting to the Senior Director of Research-Evaluation-Learning (REL) at Children’s Health Fund, the fellow will join a small & dynamic team of evaluators who leverage data and evaluation to hone the organization’s programs and impact.** The REL team focuses on advancing the data culture and shifting the organization towards an outcomes-based, data-driven approach.

The fellow will contribute to this work by supporting data collection, monitoring, analysis, and reporting, as well as evaluation planning and drafting evaluation sections of grant proposals. Children’s Health Fund is increasingly focused on addressing the root causes of poor health in the predominantly black and brown communities we serve, and the REL fellow will play an important role in contributing to anti-racism work within the REL team and across the organization.

The REL fellow will be a critical team member who will work across programmatic teams and help the organization at a pivotal time in its development of a proactive data culture. **The fellowship is a one-year commitment for 20 hours per week and paid on an hourly basis. This is a fully remote position. This is an excellent opportunity for a current graduate student exploring a career at the intersection of evaluation and public health.**

### **Principal Accountabilities:**

- Collect and monitor data on program activities and outcomes
  - Support with creation of new data collection instruments and data systems
  - Conduct focus groups, key informant interviews, and other methods of qualitative evaluation
  - Collaborate with program staff to ensure timely data collection, data quality checks, and troubleshooting
  - Regularly update program staff on program progress, lessons learned, etc.
- Analyze and report on program activities, outcomes, and lessons learned
  - Draft written evaluation reports
  - Communicate evaluation results in accessible and culturally-responsive ways to key stakeholders and non-technical audiences
  - Analyze quantitative and qualitative data for regular reports to funders and other audiences
  - Support with ad hoc data requests
- Contribute to special evaluation projects and grants
  - Design and lead one special evaluation project, based on personal interests and aligned with program priorities
  - Coordinate and support programs team with evaluation components of ongoing/renewal grant applications and reports
- Proactively participate in anti-racism work
  - Support team efforts to build equity-empowered evaluation projects
  - Actively engage in ongoing, organization wide anti-racism work

## **Position Requirements:**

- Bachelor's degree plus at least 1 year of experience in research and evaluation (can include class projects, volunteer experience, etc.); **or** an equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job
- Adaptability and enthusiasm for learning new technologies
- Experience analyzing quantitative and/or qualitative data; experience using any of the following software a plus: Excel, Tableau, R, AirTable, Dedoose, Venngage, SurveyMonkey
- Experience working with marginalized communities and/or relevant lived experience (Black & Brown communities, rural areas, communities with limited financial resources, etc.)
- Passion for strengths-based and equitable evaluation practices
- Ability to communicate with diverse stakeholders, both verbally and in writing
- Fluency in Spanish a plus

## **Location:**

CHF provides a hybrid onsite/remote work environment. This role is fully remote, with a preference for a candidate based in the New York City metropolitan area who could occasionally attend meetings at CHF headquarters.

## **Salary/Benefits:**

This is a part-time role. The fellowship is a one-year commitment, working a maximum of 20 hours per week, and paid on an hourly basis. Salary is \$18 per hour. If interested, please send your resume and cover letter to [resumes@chfund.org](mailto:resumes@chfund.org).

The Children's Health Fund is an Equal Opportunity Employer and is committed to maintaining a diverse and inclusive work environment.

**No phone calls, please.**

For further information on our programs, please visit our website: [www.childrenshealthfund.org](http://www.childrenshealthfund.org).