MISSION STATEMENT:
Homeboy Industries provides hope, training, and support to formerly gang-involved and previously incarcerated men and women, allowing them to redirect their lives and become contributing members of our community.

Job Summary: Manages the day-to-day operation of research and data projects including Venture Fund Follow-up, Care 4 therapeutic database, UCLA Study, and support for development requests and government grant reporting.

Essential Duties:

- Work directly with the Chief of Research, Evaluation and Strategy to improve data collection, analysis, and reporting of our client data for internal and external audiences
- Responsible for working with all the departments including case management, employment, education, tattoo removal, mental health, substance, and legal services to ensure accurate, current data on our clients in Care4
- Manage the Venture Fund data collection and follow-up study
- Manage Research Assistant and Follow-up Coordinator to monitor the completeness of data and support staff in data collection and input
- Assist with data collection for government grants and other development efforts including coordinating with our outside evaluation firm, Public Works
- Coordinate the needs of 5-year UCLA study
- Manage outside research requests
- Assist departments in the development of forms, surveys, and other collections tools
- Collect qualitative data in interviews and focus groups when needed
• Analyze data and write summary reports that include tables and charts

Education and or Experience

• 5 years minimum experience in research and evaluation work
• Experience collecting both quantitative and qualitative data
• Experience writing research and evaluation summaries and reports
• Master’s degree required
• Mastered basic software including Microsoft Word and advanced skills in Excel
• Ability to utilize statistical software such as SPSS
• Ability to conduct literature reviews
• Excellent written and verbal communication skills
• Ability to research using multiple sources
• Ability to organize both paper and electronic files
• Demonstrates attention to detail and elimination of errors
• Ability to handle multiple assignments

BENEFITS

• Dental, Vision, Medical Benefits
• 401(k)
• Flexible Spending Account (FSA)
• Short-Term & Long-Term Disability, and Accidental
• Pet insurance
• Generous work/ life balance
• 13 Paid Holidays

Homeboy Industries is an Equal Opportunity Employer