<table>
<thead>
<tr>
<th>Job Title</th>
<th>Learning + Evaluation Programs Associate (Contracts)</th>
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<tbody>
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<td></td>
<td>The Programs Associate (Contracts) reports directly to the Contracts and Evaluation Director and is part of a five-person team. The main function of the Learning and Evaluation (L+E) department is to effectively communicate data that delivers on the CHP mission. The Programs Associate (Contracts) will support this work primarily by: representing CHP and taking detailed notes at City meetings related to public grants and other related issues; providing administrative and technical support for the agency’s public grants portfolio; tracking and maintaining the agency’s training and grant requirement compliance; and reconciling and submitting monthly, quarterly, and annual reports to funders.</td>
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| Employer/ Agency | Community Housing Partnership  
|                 | www.chp-sf.org |
|                 | Community Housing Partnership’s mission is to help homeless people secure housing and become self-sufficient. Community Housing Partnership (CHP) is an outcomes-focused non-profit service organization that fulfills its mission by developing and managing high-quality supportive housing and providing services in partnership with formerly homeless individuals, seniors and families to help them rebuild their lives and break the cycle of homelessness. At CHP, we believe that – given the right support – all people possess the capacity to achieve a high degree of self-sufficiency. Community Housing Partnership is financially stable with an annual operating budget of approximately $40 million and a staff of nearly 300 employees. |

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| Qualifications | • Able to juggle multiple tasks and keep pace with fast-moving senior nonprofit leaders.  
|               | • Excellent interpersonal and business communication skills, both written and verbal, required.  
|               | • High level of organization, attention to detail, follow-through, patience, and multi-tasking required.  
|               | • Understanding of confidentiality and experience working with sensitive or confidential documents.  
|               | • Excellent computer skills (superior Outlook, MS Word, Excel, PowerPoint), and appetite for learning new technology skills required.  
|               | • Experience with nonprofit grant compliance and reporting; an interest in nonprofit program evaluation and in building a data-driven culture.  
|               | • Familiarity with graphic design software (such as Piktochart), databases (such as Salesforce, Smartsheets, and ONE System/Clarity), and web- |
- Based collaboration tools desired.
- Ability to follow directions with minimal supervision.
- Ability to participate in complicated analytical projects, including budgeting and analysis of material and research related to housing and homelessness.
- Ability to develop and maintain positive relations with a diverse group of staff located at multiple sites across San Francisco, and to work across departments and teams to get things done.
- Sensitivity to homeless people and the issues of homelessness and recovery, and ability to work effectively with people from diverse educational and personal backgrounds required.

**Salary/Hours**

- Full-time (40 hours/week). Salary commensurate with experience. CHP provides an excellent benefits package, including 100% employer paid employee health, dental, vision, life & disability insurance; commuter benefits; 403(b) investment opportunity; Employee Assistance Program; paid training; paid vacation; 13 paid holidays; and sick time.

**Employer/Agency**

- Community Housing Partnership

**Address**

- 20 Jones St., Ste. 200

**City, State, Zip**

- San Francisco, CA 94102

**Contact Person**

- Alex Steffler (GCSW ’18)

**Contact Title**

- Learning + Evaluation Manager

**Telephone Number**

- (415) 852-5300

**Fax Number**

- (415) 759-2791

**Email Address**

- asteffler@chp-sf.org

**Application Method**

- Online: https://chp-sf.org/about/apply-for-job-opportunities/

**Opening Date**

- Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.