

Program Analyst

Position Description

The SPHERE Institute, a small not-for-profit policy firm founded by scholars from Stanford University in 1996, conducts public policy research and analysis on health and social service programs at the national, state and local level. The SPHERE Institute seeks applicants to the position of Program Analyst. Program Analysts support evaluation, research, analysis and writing for projects that inform public policy in child welfare, health, and other human services programs. Specific tasks are likely to include:

Program Analysis

- Assist in designing tools that support case and program management practices
 - Research relevant policies, legislative proposals, “best practices” and cutting edge developments in scientific and academic literature
 - Apply information when preparing documents (e.g., assessment forms, reports and educational material) that are used by social workers, case managers and program administrators
 - Develop educational material for non-technical audiences
- Develop program and policy briefs and reports from new or existing research

Research Support

- Interpret and analyze analyses and outcomes data for practice and policy audiences
- Collect data on program processes and impacts through interviews and focus groups
- Conduct site visits of California government or community-based organizations
- Work with government agencies and other organizations to access data and program information

Technical Assistance for Government and Non-profit Agencies

- Deliver technical assistance to help clients understand policy briefs and research reports
- Staff workgroups and committees which plan program improvements, develop and implement program tools, and direct policy
- Help develop training materials on how to improve practices and programs

Project Coordination

- Manage communications among diverse groups of clients and constituents at state and local levels
- Assist in planning workgroups, committees, and trainings

Program analysts work in project teams, but may take lead responsibility for subtasks.

Qualifications

- Minimum BA/BS degree in social work, public administration or other social science; Master’s degree preferred
- Five years of relevant job experience
- Excellent written and verbal communication skills
- Familiarity with social service program evaluation, planning and service improvement
- Proven analytical ability
- Solid computer skills

This is a full time position. Salary based on education and experience. Benefits provided. Relocation assistance is *not* available. To apply, please visit our website at www.sphereinstitute.org/jobs. The SPHERE Institute is a small non-profit, non-advocacy research firm based in Burlingame, California, about 15 miles south of San Francisco. Additional information about SPHERE is available on our website: www.sphereinstitute.org.