



Implementation & Evaluation

Who We Are

Kaye Implementation & Evaluation, LLC was established by Dr. Sarah Kaye in 2012 to conduct research and evaluation in the service of children, youth and families. We are a team of dedicated professionals with training and experience in social service and social science. Our team is committed to supporting our partners to advance practice and outcomes through high-quality implementation, research, and evaluation.

What We Do

Kaye Implementation & Evaluation partners with agencies and organizations that reflect diverse communities across the country. To these partnerships we bring a commitment to honoring the expertise of persons with lived experiences. Our partners rely on us to effectively use research and data to serve children and families. We help our partners to:

- Explore needs and identify solutions
- Build evidence about their program
- Gather data about how to improve implementation and outcomes

Our partners have included: federal, state, and local government agencies; national and local foundations; organizations that provide training and consultation to advance evidence-informed or promising practices; and community-based child and family serving agencies

Our Team Approach

We strive to provide all of our employees with opportunities to grow, explore, and excel in a virtual, flexible, team-oriented workplace. We work together to deliver accessible and innovative evaluation services to our partners that exceed expectations and add value to their work with children and families. We value life outside of work and are committed to ensuring the wellness of our team in addition to improving the lives of others. We strive to be a challenging, rewarding, and fun work environment that encourages curiosity and initiative and rewards teamwork and a commitment to grow and learn.

The Position: Remote Part-time Research Assistant

We are looking for a qualified, reliable, and detail-oriented team member that is motivated to learn, collaborate, try new things, and improve the lives of children, youth, and families through the use of data, research, and program evaluation. The Research Assistant works as part of a talented and nimble virtual team that shares accountability for high-quality work. The Research Assistant supports the project team with participant recruitment, data collection, quality assurance, and other aspects of projects with the potential for additional tasks and responsibilities based on qualifications, demonstrated skill, and performance. This is a remote, part-time, hourly position (up to 20 hours per week). Pay range: \$20-\$22 per hour.

The Research Assistant may play an important role in the success of several projects including:

- A large-scale effectiveness trial of a *kinship and adoption navigator program* that is being implemented statewide in Ohio. The purpose of the program is to connect kinship and adoptive families with the resources and support they need.
- A learning and evaluation project documenting the story of origins of a new, youth-designed permanency option that will be implemented in a midwestern state.
- A needs assessment that will support the strategic planning of future social services, in a large county on the East coast. The assessment includes gathering and summarizing the input of community residents and social service participants.
- Evaluations of the implementation and effectiveness of programs designed to help older youth in foster care identify achieve permanency, and/or children of all ages placed in foster care to find and engage extended family relatives in their life.

Initial responsibilities may include:

- Closely collaborating with project team members
- Adhering to confidentiality guidelines
- Reviewing and summarizing documents to inform the format and content of project deliverables, such as memos or reports
- Attending town halls and other community events, and visiting social service providers to raise awareness about the needs assessment survey
- Recruiting eligible individuals to participate in study data collection by inviting potential participants and scheduling interviews, preparing survey and other mailing materials, monitoring and responding to email and phone calls, and using a database to document contact attempts/efforts and follow up communications with eligible persons
- Collecting survey data from families or other community members
- Conducting interviews with service recipients and/or program developers
- Reviewing interview data to support data analysis and interpretation
- Supporting presentations by developing interactive activities, preparing presentation materials that summarize project activities or data
- Teaming to ensure that all project deliverables are completed on time and meet or exceed expectations
- Occasional travel may be required (if established company and community safety standards related to COVID-19 have been met). COVID vaccination is required prior to travel unless exception is granted.

Required Qualifications

- Bachelor's or Master's degree candidate or graduate in social work, psychology, sociology, public health, public policy, public administration, or a related human services field
- Strong interpersonal skills, including the ability to develop and maintain positive working relationships with team members
- Excellent verbal communication skills, including the ability to provide clear and concise information
- Ability to contact and effectively engage persons in conversation
- Familiarity with and comfort using spreadsheets (e.g., Excel, Sheets), word processing software (e.g., Word, Docs), and presentation software (e.g., PowerPoint)
- Familiarity with and comfort using virtual conferencing technology (e.g., Zoom, Mentimeter)
- An interest in and aptitude for program evaluation and human services research
- Proven time management skills
- Strong commitment to a collegial workplace

Desired Qualifications

- Completion of program evaluation and/or research methods courses
- Experience working with diverse individuals and communities
- Excellent written communication skills
- Strong critical thinking and problem-solving skills
- Familiarity with child welfare and/or other social and human services programs
- Familiarity with Qualtrics online survey software
- Fluency in Spanish

Kaye Implementation & Evaluation values diversity and lived experience. We are an Equal Opportunity Employer and do not discriminate based on race, ethnicity, color, religion, national origin, age, veteran status, marital status, sex, sexual orientation, gender identity, or any other protected status under applicable law.

To apply, please send cover letter and resume to info@kayeimplementation.com.