Mission
To invest in the dreams of families in the world’s underserved communities as we proclaim and live the Gospel.

Method
We share the hope of Christ as we provide biblically based training, saving services, loans that restore dignity and break the cycle of poverty.

Motivation
The love of Jesus Christ motivates us to identify with those living in poverty and be His hands and feet as we strive to glorify God.

Listening, Monitoring, and Evaluation (LM&E) Analyst

JOB DESCRIPTION
The listening, monitoring, and evaluation (LM&E) analyst serves the organization by supporting the collection of data from LM&E tools, providing project management, analysis, and reporting support.

LOCATION: Lancaster, PA or Durham, NC preferred
LEVEL: Entry level
DEPARTMENT: Integrated Strategy
REPORTS TO: Senior Listening, Monitoring, and Evaluation Advisor
CATEGORY: Exempt, FT, domestic
FULL JOB SUMMARY

The listening, monitoring, and evaluation (LM&E) team supports listening efforts across the organization to continually improve our work. The listening, monitoring, and evaluation analyst will support a variety of listening activities across the network through project management, data analysis, and reporting support. The LM&E analyst will be engaged throughout the design, administration, analysis, and responding phases. The LM&E analyst will work to develop automated data analysis processes and maintain an updated database. The LM&E analyst will work in collaboration with the larger LM&E team.

RESPONSIBILITIES

Promote and fulfill the mission and vision of HOPE International.

Support Administration of Listening and Evaluation Tools

Maintain master calendar of all listening and evaluation activities

Provide project management and administrative support for core and responsive listening and evaluation tools throughout design, administration, analysis, and responding phases

Ensure alignment of survey versions and make updates in both Word and SurveyCTO

Manage project timelines, schedule meetings, and keep all relevant stakeholders informed

Help facilitate translation process of listening and evaluation tools

Maintain updated database and file storage of all relevant documents and datasets

Analyze and Synthesize Collected Data

Ensure high quality of collected data by conducting quality checks during administration and providing recommendations to project managers for necessary adjustments

Clean raw datasets in preparation for analysis

Conduct quantitative and qualitative analysis

Liaise with field programs to gather data collected through various means, synthesizing into aggregate reports

Build and maintain templates for automated data analysis

Support Global Listening Efforts

Assist with annual planning and budgeting process

Support ad hoc evaluations around the network

Document processes to develop network resource guides
Communicate Findings

- Prepare reports and presentations for diverse audiences, including operational leaders, church partners, microfinance clients, and savings group members
- Serve as the point person for ad-hoc data and reporting requests

QUALIFICATIONS

- Personal confession of Christian faith and commitment to the mission and vision of HOPE International
- Bachelor’s degree in business, finance, economics, statistics, development, or related field
- Strong organizational skills, including effective time management and prioritization of competing demands/multiple deadlines
- Strong analytical and problem-solving skills with attention to detail, balanced with good judgment and an ability to dig into the subtle biases of data related to cross-cultural surveying
- Great interpersonal and collaborative skills, with ability to communicate well across cultures and make analyses useful to audiences that are less quantitatively inclined
- Ability to listen well and show empathy towards field staff involved in survey administration and the data collection process
- Creativity and an aptitude for innovation
- Strong Microsoft Excel skills; Stata proficiency a plus
- Natural curiosity and desire to learn
- Research experience
- Cross cultural experience
- Strong communication skills
- Ability to travel up to 60 nights away from home per year

HOW TO APPLY

Apply online at [http://www.hopeinternational.org/get-involved/careers/](http://www.hopeinternational.org/get-involved/careers/). Due to the anticipated volume of candidates, we are unfortunately unable to respond to phone calls or individual inquires.