



APAH Quality Assurance VISTA

About APAH

APAH is a non-profit affordable housing developer that works throughout the DC region. APAH's mission is to develop, preserve and own quality affordable places to live; to promote stability and opportunity for our residents; and, to advocate with the people and communities we serve. APAH is a mission driven, community minded and resident focused organization guided by seven core values: compassion, integrity, collaboration, innovation, excellence, impact and racial equity. APAH owns 18 communities and has developed over 2000 apartments, with an additional 1000+ apartments under construction or in development throughout the DC metro area.

APAH's mission is to develop, preserve, and own quality, affordable places to live, to promote stability and opportunity for their residents, and to advocate with the people and communities they serve. The VISTA member will aid in the development and execution of a Quality Assurance evaluation plan for the resident services team with the goal of enabling APAH to meet residents' needs more effectively and efficiently. The VISTA will also gain exposure and experience with database management, data analysis, data visualization, and evaluation practices in a social work setting.

Our VISTA Community Analyst will:

- Support development of a Quality Assurance evaluation plan to help determine steps needed to measure the effectiveness of APAH's resident services programming
- Research and report on methodology, feasibility and potential biases
- Evaluate activities, outcomes and impacts using methods such as surveys, phone interviews, and case note audits
- Report findings and submit plan to senior leadership at APAH including the Vice President of Resident Services and the Deputy Director, Resource Development & Communications for review and feedback
- Analyze collected data to inform impact reports, board of directors presentations, County requests for data, etc.

The ideal candidate is/has:

- An Associates degree or higher preferred.
- Proficiency in Microsoft Office with an emphasis on Word, Outlook and Excel.
- Strong organizational skills and is a conscientious self-starter.
- Experience with data entry and has a strong attention to detail.
- Flexible and dynamic; appreciation of APAH's mission a must.
- Regular access to a vehicle recommended.

This is a full-time position, Monday through Friday. Flexible remote and in-person hours are available, between the hours of 8 a.m. and 6:30 p.m. **The APAH Quality Assurance VISTA will serve from 8/14/2023 until August 2024.**

Benefits

- \$40 per month gas stipend

APAH offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by

federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

Interested candidates must apply on the [AmeriCorps website](#). Resumes received prior to 5:00pm on May 26, 2023 will be prioritized.

Full COVID-19 vaccination required. Intern must receive two shots of the Moderna or Pfizer vaccines or one shot of the Janssen vaccine prior to the first day of internship.

For more information about APAH, please visit us at <http://www.apah.org>.