

Sample Job Descriptions for Public Health Evaluators

This resource provides sample job descriptions for various roles related to evaluation in public health from non-profit organizations, government agencies, and academia. These job descriptions can be used and adapted to hire evaluators for public health projects and initiatives. Also included is information about how to hire an evaluator, internal, external, as well as consultants.

Quick Links

Entry-level Evaluation Job Descriptions	2
Mid-level Evaluation Job Descriptions	8
Senior-level Evaluation Job Descriptions	13
Project Managers in Evaluation Job Descriptions	20
Supervisors or Evaluation Team Leads Job Descriptions	25
Evaluation Consultant Job Descriptions	30
Additional Resources	33

National Network of Public Health Institutes (NNPHI) was created in 2001 as a forum for public health institutes. Today, NNPHI convenes its members and partners at the local, state, and national levels in efforts to address critical health issues. NNPHI’s mission is to support national public health system initiatives and strengthen PHIs to promote multisector activities resulting immeasurable improvements of public health structures, systems, and outcomes. Learn more about NNPHI and its member institutes at www.nnphi.org.

This resource is supported by the Centers for Disease Control and Prevention of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$30,500,000 with 100 percent funded by CDC/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by CDC/HHS, or the U.S. Government.

Entry-level Evaluation Job Descriptions

This section includes job descriptions that require a bachelor's degree and between 1-3 years of work experience.

Monitoring, Evaluation and Learning (MEL) Coordinator, Louisiana Public Health Institute

Summary: The MEL Coordinator is integral to advancing the MEL team mission to *lead and partner with communities to ensure that community members are thoughtfully engaged and represented in equity centered evaluation and research.* MEL Coordinators are responsible for coordinating the efficient and effective execution of deliverables for a variety of assigned projects, in a culturally responsible and responsive manner. The MEL Coordinator will work cross-functionally to support MEL projects from externally funded sources and LPHI lead initiatives. MEL Coordinators will work closely with other MEL team members, LPHI program staff, external partners, and community members to coordinate project activities and meet assigned project objectives. The MEL Coordinator will also support LPHI in the strategic advancement of its four priority areas: Racial Justice and Health Equity; Partnerships and Collaboration; A Healthier Louisiana; and A Thriving Organization. The MEL Coordinator reports to the MEL Manager or Senior Manager position.

Primary Duties and Responsibilities:

Assist in the planning, coordination, and execution of monitoring and evaluation projects

- Efficiently and effectively coordinate communication between MEL and its various stakeholders to support the timely achievement of project deliverables.
- Assist in the development of project work plans and evaluation strategies.
- Design and maintain tracking systems for project deliverables.
- Conduct basic analyses of qualitative and quantitative data.
- Assist with proposal development and acquisition of funding.
- Coordinate meeting logistics, prepare agendas, and take minutes.
- Organize and maintain project files.

Assist in reporting and product development activities

- Coordinate and support qualitative and quantitative data collection.
- Ensure consistent use of prescribed evaluation and research protocols, in alignment with public health best practices and support of MEL's mission and vision.
- Support the creation of Institutional Review Board forms and submissions.
- Responsible for data management of various projects. This includes data entry, data cleaning, and data management.
- Translate findings and create data visualization tools, as appropriate, for diverse audiences.
- Contribute to the development of dissemination materials, including manuscripts, presentations, and grant reports.
- Meet contract and grant reporting requirements.



Additional responsibilities

- Participate in workgroups and strategic planning to further the mission and strategic plan of LPHI.
- Proactively support organizational operations advancement efforts.
- Attend and actively participate in team and LPHI-wide meetings.
- Perform other duties as assigned.

Education and Experience Requirements:

- Bachelor's degree in public health, social sciences, or related field required or equivalent experience
- At least 1 year of previous professional experience

Desired Skills, Knowledge, and Abilities:

- Strong oral and written communication skills, including the ability to effectively and innovatively communicate evaluation and research results to both general and targeted audiences.
- Strong interpersonal and relationship-building skills with experience working with individuals and groups of diverse backgrounds.
- Ability to think proactively, be a self-starter, and function both independently and as a team.
- Strong organization and project management skills with the ability to manage heavy workloads and multiple tasks and meet deadlines.
- Ability for occasional travel, which may be required.
- Ability to collaborate effectively and build strong, positive relationships with colleagues and partners, both internal and external to LPHI.
- Exceptional emotional intelligence, including interpersonal skills and experience working with individuals and groups from diverse backgrounds
- Strategic, self-motivated thinker who is always willing to learn something new
- Strong, demonstrated verbal and written communication skills
- Data entry, management, and cleaning
- Ability to manage multiple projects at once/maintaining a heavy workload while responding to deadlines in a timely manner
- Strong attention to detail and excellent organizational skills
- Ability to communicate technical information in a non-technical manner
- Working knowledge of quantitative and qualitative data collection tools (surveys, interview guides, etc.)
- Training and/or experience conducting quantitative and qualitative data collection and analysis
- Proficiency in Microsoft Word, Excel, and Access

Program Evaluator, Ripple Effect

Summary: Ripple Effect is looking for a Program Evaluator to provide support services to satisfy the overall operational objectives of the Program Evaluation Team supporting the Congressionally Directed



Medical Research Programs (CDMRP). The Program Evaluator will support all aspects of the evaluation lifecycle to design and implement useful, feasible, ethical and accurate evaluations and research studies using mixed methods approaches. A successful candidate will be a self-starter who gets the job done, can handle a wide range of support tasks, and enjoys the energy of a government enterprise with intelligent colleagues and fast-paced programs.

Primary Duties and Responsibilities:

- Identify, develop, and/or disseminate evaluation tools or resources to support evaluation efforts.
- Provide support for evaluation projects and internal surveys.
- Maintain program evaluation calendar, project list, and record meeting minutes.
- Collect, organize, interpret, and summarize qualitative and numerical data.
- Prepare graphic presentations including summary spreadsheets and graphs.
- Assist with quality control and data validation.
- Assist with preparation of reports summarizing evaluation projects and efforts.

Education and Experience Requirements:

- Bachelor's degree in social sciences, health, science, or program evaluation field
- 2 years of relevant evaluation experience

Desired Skills, Knowledge, and Abilities:

- Experience with qualitative and quantitative data analysis
 - Intermediate skills with Microsoft Excel, PowerPoint, Word, and Outlook.
 - Exceptional verbal and written communication skills for face-to-face interactions with clients, co-workers, senior leaders, and stakeholders.
 - Ability to prioritize multiple tasks in a fast-paced, deadline-driven environment.
 - Ability to learn and navigate web-based systems such as SharePoint, Teams, Adobe Acrobat, and other electronic business systems.
 - Excellent organizational skills and time management skills.
- To be successful at Ripple Effect, you must be able to pay attention to details, clearly communicate, work independently, and have an eagerness to learn.

Additional Skills:

- Program Evaluation experience
- Knowledge of and experience using PubMed.
- Experience with survey and/or statistical software
- Exceptional critical thinking skills
- Experience authoring agendas, reports, and other business documents.



Research & Evaluation Specialist, National Association of County and City Health Officials

Summary: The Specialist is responsible for providing professional support for programs or internal functional activities and typically performs moderately difficult analysis, research, evaluation, writing, and project coordination, usually under the direction of a Director. The Specialist understands policies, standards, and their application to their work. An advanced degree may be substituted for work experience on a case-by-case basis. The person typically performs analysis, research, writing, or project management and can complete projects or components of large-scale projects/programs with little supervision. This may include project contract management and project management tasks such as shepherding contracts through the NACCHO contracts process. Specialists may have frequent contact with outside organizations or internal customers that may involve project coordination, information sharing, or resolution of problems. They may be required to represent NACCHO at meetings.

Primary Duties and Responsibilities:

Research

- Conducts, or provides support for, periodic surveys, interviews, or focus groups under direction of the Director of Research.
- Conducts cleaning and quality assurance checks on data, data collection instruments, and documentation.
- Performs statistical analyses on survey data.
- Conducts literature reviews and environmental scans.
- Independently develops charts, figures, and analytical text for briefs and reports of study findings (white papers as well as peer-reviewed abstracts and manuscripts).
- Acts as a consultant to other NACCHO staff by providing analytic support to research and evaluation projects across NACCHO, including providing expertise on equity and data methods

Program Evaluation

- Contributes to the design and management of evaluation activities for NACCHO programs under the Director of Evaluation.
- Conducts evaluation data collection activities, including interviews and focus groups, pre/post-test of program interventions; qualitative and quantitative data analysis; report development and other dissemination activities.
- Serves as a consultant and subject matter expert (SME) to other NACCHO programs for evaluation activities.

Data Collection and Management

- Contributes to NACCHO-wide research and evaluation activities through quantitative and qualitative data collection, management, and analysis.
- Aids project and program managers in research management and administration activities, including contracts and project task management.

Other Research & Evaluation Contributions



- Co-authors written products based on R&E-led studies, including methodology, charts, figures, and analytical text.
- Performs other duties as needed.

Education and Experience Requirements:

- Bachelor's degree in relevant professional field with a minimum of 1-3 years of relevant experience and/or advanced technical training; *or* equivalent combination of education and experience, including a relevant certification. An advanced degree may be substituted for work experience.

Desired Skills, Knowledge, and Abilities:

- Experience working on a team conducting research or evaluation activities (quantitative and/or qualitative).
- Spreadsheet, word processing, and web-based survey software experience required.
- Experience programming with statistical packages (Stata preferred, but programming experience in other packages is alright as well). Experience computing basic descriptive statistics (percentages, means, medians) including cross tabulations and confidence intervals required.
- Ability to present data and research findings in a variety of formats that clearly identify patterns in the data and potential inequities (e.g., reports, oral and visual presentations, such as data visualizations or geospatial mapping)
- Ability to conduct telephone interviews and accurately summarize the content of those interviews.

Diabetes Program Evaluator, Indiana Department of Health, Cardiovascular Health and Diabetes Section

Summary: Works under the guidance of the Cardiovascular Health and Diabetes Section Director of the Indiana Department of Health (IDOH) to coordinate and carry out evaluation activities for the Diabetes Program, in conjunction with the Cardiovascular Evaluator, and Section Epidemiologists.

Primary Duties and Responsibilities:

- Provide evaluation services to the IDOH Diabetes Program and diabetes activities within the Section.
- Works with the Diabetes Epidemiologist to collect data needed for the internal grants and sub-contractors' performance measures.
- Develop surveys as needed to assist in the collection of diabetes performance measures and develop other diabetes-related surveys as needed.
- Assist with the heart disease and stroke prevention projects, to collect information on progress of diabetes-related health systems data and activities and summarize the clinics' quality improvement activities. Results are to be reported to the Cardiovascular Evaluator and the CVHD Section Director.



- Work with internal CVHD Section Diabetes staff on compiling staff monthly activities for the monthly reports and annual evaluations.
- Responsible for the review and evaluation of the Diabetes Program activities, including the Diabetes Self-Management Education and Support (DSMES), the National Diabetes Prevention Program, and telehealth activities, and make recommendations for action or change.
- Assist the Diabetes Program area in creating logic models and evaluation plans for continued activities and new funding opportunities.
- Assist the CVHD Section in writing work plans, state plans, and applications for new funding opportunities.
- Assist the CVHD Section with other projects as needed.
- Participate in CDC Monthly Technical Assistance conference calls.

Education and Experience Requirements:

- Required: Bachelor’s Degree in any of the following: public health or community health, health education, or similar degree. Master’s Degree in Public Health preferred.
- Two years relevant experience needed – in public or community health settings preferred.

Desired Skills, Knowledge, and Abilities:

- Must have extensive knowledge in evaluation, logic models, and objective writing.
- Knowledge of public health/health promotion evaluation methods.
- Must have extensive writing skills for the creation of reports.
- Must have experience with project coordination in an interdisciplinary/team environment.
- Must have strong written and verbal communication skills.
- Computer knowledge in Microsoft Word, PowerPoint, and Excel.
- Ability to establish and maintain effective working relationships with federal, state, local, and community partners.



Mid-level Evaluation Job Descriptions

This section includes job descriptions that require at least a bachelor's degree, with preference for an advanced degree, and at least three years of experience.

Evaluation Analyst, University of Texas Health San Antonio

Summary: Reporting to the Evaluation Associate, the Evaluation Analyst will execute evaluation plans, including the development of standard operating procedures, scheduling of interviews, conducting interviews and focus groups, creating surveys, analyzing data, and contributing to the development of reports and presentations. In addition, the position will directly engage with various internal and external program stakeholder groups to develop logic models and serve as the evaluation expert for their assigned programs.

Primary Duties and Responsibilities:

- Perform background research on specified topics and synthesizing information in the form of annotated bibliographies and literature reviews.
- Contribute to the design and development of evaluation plans.
- Lead development of protocols for and collect primary data through conducting interviews, focus groups, or surveys; may participate in site visits
- Perform quantitative research activities, such as: survey design; data coding and management, including data cleaning and validation; and data analysis.
- Perform qualitative research activities, such as: implementation of interview and focus group protocols; conducting thematic coding of qualitative data.
- Perform quantitative and/or qualitative data analysis using statistical analysis software such as R, SPSS, SAS, Stata, and/or MAXQDA, NVivo.
- Contribute to the development of deliverables, such as reports, presentations, summary briefs, and data visualizations to communicate study findings to professional and lay audiences.
- Writes concisely, edits efficiently, and produces client-ready work.
- Communicates research findings through compelling written, visual, and real-time mediums in accessible, engaging, and actionable ways for our diverse set of clients.
- Takes initiative and ownership of projects, is detail-oriented, leverages our diverse team, and demonstrates how-to thinking and a knack for getting things done.

Education and Experience Requirements:

- Bachelor's Degree in Public Health, Public Policy, Behavioral/Social Sciences, or related discipline and at least 5+ years of experience in applied social science research and evaluation
- Preferred: Master's degree in public health, public policy, behavioral/social sciences, or related field and at least 3+ years of applied social science research and evaluation experience

Desired Skills, Knowledge, and Abilities:

- Experience using data collection programs (i.e., SurveyMonkey, REDCap, Qualtrics) or experience collection qualitative data through interviews or focus groups.



- Experience with data analysis software, whether quantitative (i.e., R, SPSS, SAS, Stata) or qualitative (i.e., MAXQDA, NVivo)
- Demonstrated experience with designing and conducting primary data collection through surveys, interviews, and/or focus groups and with securing secondary data from external databases and public sources
- Demonstrated experience synthesizing data from a variety of sources
- Proficiency with Microsoft Office software (i.e., Word, Excel, PowerPoint, and/or Access) is essential in this fast-paced client-oriented environment.
- Ability to think analytically; define and thoroughly document tasks; conceptualize, plan, and complete major elements of project work
- Experience contributing to report writing and other technical writing

Additional Skills:

- Professional or educational experience in behavioral health (mental health or substance use treatment or prevention)
- Experience conducting research or evaluation in partnership with health departments and/or community-based organizations, particularly as it relates to behavioral health programs, policies, and services
- Experience working across a wide variety of Federal government stakeholders
- Experience with government programs, particularly in a consulting or other similarly demanding environments
- Prior research, evaluation and/or lived experience with communities experiencing health disparities

Program Associate, Evaluation and Analysis, Patient-Centered Outcomes Research Institute

Summary: The primary objectives of the Program Associate position on the Evaluation & Analysis (E&A) team are to 1) contribute to evaluation projects that generate evidence about PCORI’s progress toward organizational goals and 2) facilitate PCORI’s use of evidence for strategic decisions about programs and processes. The Program Associate uses technical expertise, understanding of PCORI’s mission and activities, and active collaboration to support E&A’s 4 key function areas: 1) assessing the impact of PCORI’s research and policies; 2) informing PCORI process improvement (e.g., application, review, and award processes); 3) building the science of engagement (i.e., study of the methods and impact of engaging patients and stakeholders as partners in the research process); and 4) analyzing PCORI’s research portfolio.

Primary Duties and Responsibilities:

- Contribute to multi-faceted evaluation projects, which may include leading some project activities/components.
- Contribute to development of project plans, which identify key issues, problems, approaches, timelines, and resources required



- Help design and execute qualitative and quantitative analyses to support evaluation work
- Assist with survey development, survey programming, item tracking, and cognitive interviewing
- Conduct literature reviews of published and grey literature
- Develop and maintain documentation of work, including code books, item banks, protocols, decision memos, etc.
- Contribute to the design, revision, and implementation of PCORI's learning agenda, evaluation framework, and evaluation policies
- Communicate with diverse audiences through clear and effective presentations and reports about projects led or supported by the Program Associate
- Work in a highly collaborative environment with other departments at PCORI, contractors, and external stakeholders to meet PCORI's evaluation needs

Education and Experience Requirements:

- Bachelor's degree in health- or science-related field with at least 3-4 years of related work experience required. Master's degree in a related field (e.g., MPH, MPA, MPP, or MBA) or its equivalent with two (2) or more years of related work experience preferred.
- Applicants with advanced academic or professional credentials or extensive years of relevant experience may be considered for Senior Program Associate.
- Background desirable in evaluation, public health, clinical epidemiology, health services research, health education, sociology, public policy, psychology, biostatistics, or Pharmacoeconomics, or other related fields.
- Experience conducting research or evaluation.

Desired Skills, Knowledge, and Abilities:

- Strong research skills in evaluation study design, qualitative methods, and literature synthesis to be used in an applied setting
- Good data management skills and the ability to work with and interpret descriptive statistics
- Ability to contribute to multiple complex projects at the same time while demonstrating appropriate prioritization, attention to detail, careful documentation of work, and commitment to high quality results.
- Ability to understand, work with, and meet needs of diverse teams and stakeholders
- Critical thinking and flexible thinking (e.g., seeing multiple solutions to problems, applying knowledge to new situations or in new ways)
- Effective verbal and written communication for different audiences
- Proficient in use of technology, particularly the Windows Office Suite of products. Experience with qualitative software or willingness to learn
- Ability to link organizational goals to individual department mission and activities
- Skilled in problem solving, and seeking and synthesizing information
- Ability to think independently, determine next steps in ambiguous contexts, and adapt to changing priorities and requirements



Data and Evaluation Coordinator, Public Health Management Corporation

Summary: The Data and Evaluation Coordinator is responsible for working with the management team to develop and implement evaluation and data collection strategies; managing evaluation and data collection operations; producing reports and performing data analysis; and ensuring that data collection and entry procedures follow agreed-upon protocols. The Data and Evaluation Coordinator also trains and supports users of relevant databases.

Primary Duties and Responsibilities:

Data and Evaluation Coordination Activities

- Work with management team to develop and implement evaluation strategies and tools, and data collection plans, to track outcomes.
- Work with management team to incorporate data/evaluation into program planning and reporting, and staff meetings.
- Stay abreast of and evaluate current trends and practices in public health research and evaluation.
- Make recommendations to ensure effective and efficient data collection, dissemination, and reporting.
- Produce periodic program reports for program managers and senior management for program management/evaluation purposes; assist with data interpretation.
- Ensure integrity of data reporting on a monthly, quarterly and annual basis by performing data integrity checks and working with program staff on data entry problems.
- Troubleshoot and ensure that data is being collected and entered in accordance with relevant protocols and evaluation plans.
- Maintain complete and adequate files, records and documentation.
- Maintain and update database procedure manuals.

Leadership Activities

- Coordinate data collection and entry responsibilities among relevant staff.
- Coordinate evaluation tool implementation, collection, and reporting.
- Assists with data entry staff hiring; assists with training and orientation of new program staff.
- Enforces agency and funding policies and procedures.

Administrative Activities

- Support Manager with contractual and grant-funded projects obligations to ensure overall goals and objectives are met, including drafting/writing project reports.
- Support Manager by leading or co-leading team meetings.
- Carry out preparation and follow-up tasks for meetings: phone calls, disseminating information, typing meetings minutes, and ensuring action items are completed according to project timeline.
- Communicate formally on a bi-weekly or weekly basis with supervisor.
- Other relevant duties as assigned.



Education and Experience Requirements:

- Master's degree or equivalent work experience in public health, exercise science, community development, or a related field of study.
- At least three years of experience developing and implementing evaluation strategies including surveys, focus groups, stakeholder interviews.
- At least three years of experience analyzing data and creating reports using available data.

Desired Skills, Knowledge, and Abilities:

- Demonstrated experience in complex data collection, entry and analysis, including comparative analysis using publicly available data sources.
- Strong organizational and multi-tasking skills and attention to detail required.
- Proficiency in Microsoft Office and other data entry platforms including online systems. Ability to work under strict deadlines and time constraints, and to establish and manage competing priorities.
- Demonstrated ability to lead with no formal authority; ability to gain support and cooperation of staff for data entry and evaluation purposes.
- Ability to handle confidential information in accordance with PHMC policies and procedures.
- Ability to work with minimal supervision, both independently and as an effective member of an inter-programmatic team.
- Ability to work with people with varying degrees of computer knowledge.
- Excellent interpersonal and organizational skills.
- Ability to handle deadlines, details and complexity.
- Well organized.
- Good analytical and troubleshooting skills.



Senior-level Evaluation Job Descriptions

This section includes job descriptions that require at least a master's degree, and at least four years of experience.

Senior Evaluator, Aptive

Summary: Responsible for supporting the Aptive team in all aspects of Substance Abuse and Mental Health Services Administration (SAMHSA) project work related to program and analytical support services, short term analyses, technical assistance, and support for its information and related programs to further the mission of SAMHSA to reduce the impact of substance abuse and mental illness in different communities. Effectively support a broad range of program evaluation studies across multiple sites or organizations of various subpopulations.

Primary Duties and Responsibilities:

- Applies analytic techniques in the evaluation of project objectives and implementation for the tasks including the feasibility, pilot and evaluation studies
- Prepares comprehensive written reports, presentations and charts based on research, collection and analysis of data
- Prepares evaluation reports of evidence-based findings, lessons learned, challenges and action items to support decision-making and planning
- Oversees the development of technical assistance resources to support evaluation efforts
- Designs study data collection instruments, including questionnaires, focus group moderator guides and semi-structured interview guides
- Creates evaluation and analytical plans
- Executes feasibility, pilot and evaluation studies, including identifying approaches, methodologies and timelines

Education and Experience Requirements:

- Master's degree in public health, behavioral health, or a clinical degree and 8 years of experience including program design, evaluation, and implementation

Desired Skills, Knowledge, and Abilities:

Demonstrated experience in majority of the following areas required:

- Experience designing and executing feasibility and pilot studies. This includes but is not limited to identifying key components of the feasibility or pilot study, the units that will participate and a procedure by which units might be sampled as well as inviting units to participate, arranging all logistics for the study, providing support to the units as the study is executed and convert the sampled units as needed throughout the study
- Experience reporting feasibility and pilot studies. This includes but is not limited to collecting and conducting comprehensive analysis of both qualitative and quantitative data and/or information on unit performance in the study and preparing high quality, professional summary



reports, documents and presentations that details the evaluation questions, design, results, discussion and outcomes of the study

- Experience developing technical assistance resources to promote increased fidelity in the application of identified models. Experience designing, modifying and delivering formal and informal technical assistance to ensure data quality, including the use of various forms of computer-based and communication technologies, training curricula and presentation materials
- Experience identifying, developing and/or designing a preliminary evaluation design, evaluation instruments, data collection plan, data dictionary, data analysis plan, questions to be addressed by the evaluation study and evaluation study
- Experience developing a system for data collection tools that shall include data validation and cleaning

Senior Program Evaluation Analyst, American Heart Association

Summary: In this role, you will have shared responsibility for providing dedicated support for program evaluation and program performance improvement activities for the National Hypertension Control Initiative (NHCI) program, the funded cooperative agreement by the Department of Health and Human Services. Responsible for assisting with development and implementation of program evaluation activities and program performance and monitoring activities including: data gathering, developing program performance dashboards to support and improve learnings, and best practices of technical assistance and training for 350 DHHS-funded Health Centers. Responsible for supporting and owning the program performance monitoring, reporting and evaluation components for the National Hypertension Control Initiative. Also, responsible for collaborating with the program's third-party evaluator to implement outsourced program evaluation activities as well as the project management consultant.

Primary Duties and Responsibilities:

- Develop and implement evaluation plans and protocols for assigned initiative activities.
- Strengthen the capacity of American Heart Association and NHCI health center and community-based organization staff to collect, monitor, analyze, and report activity data through provision of technical assistance to each of the respective NHCI stakeholder groups.
- Conduct outcome evaluation using quantitative and qualitative approaches.
- Develop logic models and evaluation plans with data collection protocols, align the evaluation plan with activities identified for the project, develop a data map aligned to the logic models that indicates data availability, and analyze existing data.
- Demonstrate the efficiency of NHCI activities to achieve desired outcomes and answer key evaluation questions.
- Provide project management support for program evaluation efforts supporting the assigned initiative, including documentation of meeting minutes, scheduling, etc.
- Assist in the production of reports and, if appropriate, abstracts, scientific positions and manuscripts for peer-reviewed publications and presentations; provide input for presentations at scientific conferences and meetings.
- Manage and oversee the communication with and work of external evaluators hired to support the evaluation efforts of the initiative.



- Contribute to NHCI projects and priorities, as needed

Education and Experience Requirements:

- Master's Degree or Doctorate in Public Health, Healthcare Informatics, Statistics, Program Evaluation or related area
- Five (5) years of experience crafting data collection instruments for both quantitative (surveys/questionnaires) and qualitative (interview/focus group guides) approaches
- Five (5) years of experience in conducting sophisticated, multi-level quantitative and qualitative data analyses
- Five (5) years of experience in strategic and operational planning
- Five (5) years of project management and coordination experience
- Three (3) years of experience with research design and methodology including application of Human Subjects Research Protections to ensure compliance with Federal Wide Assurance

Desired Skills, Knowledge, and Abilities:

- Ability to understand, interpret, and translate scientific communication (journals, briefings, reports, statistics, etc.)
- Ability to synthesize sophisticated data sets into reports or communications for diverse audiences
- Knowledge of public, community and population health and business models
- Excellent oral and written communication skills
- Ability to work on an interdisciplinary team
- Ability to work with a wide variety of stakeholders, including representatives of target populations
- Proficient in data management and statistical analysis software applications, i.e., Microsoft Excel, SAS, STATA and R Programming
- Ability to work in a fast-paced environment, meet deadlines, and consistently perform well during times of increased workload

Senior Evaluation Specialist, University of Washington, School of Medicine

Summary: The Senior Evaluation Specialist will work under the direction of the ITHS Director of Evaluation to design and implement rigorous and practical program-specific evaluation methodologies, analyze data using the most appropriate techniques, and organize and present results for a range of audiences. This position entails frequent and substantive interactions both within and outside the University community. The Specialist is expected to exercise independent judgment and critical thinking skills.

Primary Duties and Responsibilities:

Evaluation Strategy, Design & Implementation (40%)



- Manage the design and implementation of a range of quantitative and qualitative evaluation methodologies, including surveys, semi-structured focus groups and interviews, tailored for each ITHS program.
- Manage the development of efficient operations for evaluation needs relative to each program area.
- Provide clear, accurate and explicit feedback based on evaluation results and observations.

Data Collection & Analysis (40%)

- Manage data collection to ensure the timely availability of clean metrics to be used for analysis.
- Analyze data and interpret results to evaluate program progress and identify areas of potential program improvement.
- Identify and track relevant data in compliance with the NIH national common metrics requirements.
- Write and present clear reports on evaluation results, including short and long-term impacts, for a range of audiences.
- Manage data cleaning operations of existing data.

Training & Reporting (20%)

- Manage work on the annual research performance progress reports process.
- Present selected data in clear and descriptive dashboards for tracking progress of program goals.
- Train medical professionals and medical experts about effective and robust evaluation methods.
- Accept other duties as needed.

Education and Experience Requirements:

- Bachelor's degree in evaluation, statistics, public health, sociology, psychology, or related field.
- Preferred: Master's degree or PhD in evaluation, statistics, public health, sociology, psychology, or related field.
- At least four years of experience in program evaluation and the analysis of quantitative and qualitative data.

Desired Skills, Knowledge, and Abilities:

- Proficient in experimental and quasi-experimental designs.
- Experience with research design, including surveys, interviews and focus groups.
- Proficient in data analysis, including the application and interpretation of basic statistics.
- Experience working with relational databases (e.g. MS Access).
- Demonstrated project management skills.
- Expert in the design, implement and explanation of effective logic models.
- Knowledge of online survey software (e.g. SurveyMonkey, Qualtrics, or REDCap).
- Working knowledge of Tableau or willingness to learn within six months of hire.
- Working knowledge of MySQL.
- Ability to produce high-quality products in a timely fashion.



- Proficient in MS Word, Excel, PowerPoint, Outlook, etc.
- Be flexible and adaptable with periodic program change.
- Willingness to learn other new software as need arises.

Research Scientist, National Network of Public Health Institutes

Position Summary: The Research Scientist is responsible for leading and/or assisting other scientists with the development of research and evaluation investigations or analytic study projects and carrying out those projects. They also provide technical expertise in the application of research, evaluation, and analytic methods to all portfolios at NNPHI. They will work within the Evidence to Action (E2A) portfolio, our full-service research and evaluation services team, to advance the overall strategic mission of the portfolio and organization.

The Research Scientist will work towards operating as a recognized expert in evaluation and research areas within NNPHI, leveraging that expertise to enhance NNPHI's reputation with members and existing clients and sponsors. As part of this work, they will develop and maintain deep, specific institutional knowledge and expertise of new and existing members' culture, organization, and issues, especially as relates to research, evaluation, or specific technical areas.

Primary Duties and Responsibilities:

- Provide responsible, competent technical advice to project and operations management.
- Support and may lead, preparation, presentation, and submission of research grant and contract proposals.
- Develop and monitor project budgets.
- Organize and manage all statistical, analytic, and data management aspects of successful research and evaluation projects.
- Synthesize information from external sources (literature, unstructured data gathered by external groups) to ensure programs are operating on the cutting edge of public health. This may include systematic reviews, meta-analysis, abstraction-based grounded theory, text-to-data abstraction, etc.
- Provide leadership for data-driven storytelling (data and evidence translation)
- Expand NNPHI's and E2A's technical and subject matter presence through presentations at technical conferences; authoring journal articles, reports, blogs; etc.
- Consult with NNPHI staff on the planning and conduct of studies and evaluations, in the analysis of data, and the interpretation and presentation of findings.
- Participate in multiple research projects with a minimum of supervision, operating within time and budget constraints.
- Manage internal relationships and resources to achieve project deliverables in within a "team culture."

Education and Experience Requirements:

- Masters' degree or PhD in public health, social sciences, or health systems research or equivalent and five years' experience post-graduate.



Desired Skills, Knowledge, and Abilities:

Technical Capabilities

- Experience designing and leading mixed methods evaluations.
- Proven experience conducting various research methodologies (including both qualitative and quantitative studies), statistical analysis, and translation and dissemination of research and evaluation findings.
- Strong interpersonal skills and ability to work effectively on a team and with diverse external partners.
- Demonstrated project management and organizational skills, especially with time-sensitive work.
- Ability to compose reports, presentations, and written communication in an organized, logical, and concise manner.
- Demonstrated expertise in program evaluation
 - Logic model development
 - Evaluation plan development
 - Evaluation framework selection
- Demonstrated expertise in qualitative research, such as:
 - Interview and focus group guide development
 - In-person interviewing
 - Telephone interviewing
 - In-person focus group facilitation
 - Online focus group facilitation
 - Open, axial, and selective qualitative coding (NVivo)
 - Operationalizing constructs and codebook development
 - Case study development
 - CDC Success Story methodology
- Demonstrated expertise in quantitative research, such as:
 - Quantitative survey design, development, and administration (Qualtrics)
 - Survey data reporting
 - Operationalizing constructs
 - Descriptive statistics (SPSS)
 - Measurement selection and development

Methods and procedures

- Program evaluation
 - Multi-site evaluation
 - Evaluation with racial and ethnic minority groups
- Data collection and analysis
 - Textual analysis
 - Thematic analysis
 - Content analysis
 - Ethnography



- Grounded theory
- Communication product development
 - Literature reviews
 - Recommendations
 - Needs assessment
 - Environmental scans
 - Journal articles and presentations
- Health communication
 - Data communication
 - Data translation
 - Data reporting
 - Data visualization

Additional Skills:

- Client/Service Orientation: Understands clients' and colleagues' needs and concerns; responds promptly and effectively; customizes services and products as appropriate.
- Teamwork: Collaborates with others; acknowledges others' contributions; works effectively with individuals of different culture and gender; willing to seek help as needed. Influences and resolves differences across organizational boundaries: gains support and commitment from others even without formal authority; resolves differences by determining needs and forging solutions that benefit all parties; generates enthusiasm; promotes collaboration and facilitates teamwork across organizational boundaries.
- Analytical Thinking and Decisive Judgment: Analyzes issues and problems systematically, gathering broad and balanced input; draws sound conclusions and translates conclusions into timely decisions and actions.
- Learning and Knowledge Sharing: Open to new ideas; shares own knowledge; applies knowledge in daily work; builds partnerships for learning and knowledge sharing.
- Communications: Gains consensus and collaborates across NNPHI programs and with network members and partners; explains complex concepts in layman's language; communicates with all levels of management and staff, establishing straightforward, productive relationships; treats all individuals with fairness and respect, demonstrating sensitivity for cultural and gender differences; shows great drive and commitment to NNPHI's mission; maintains high standards of personal integrity.
- Information Management Skills: Conducts secondary analysis of existing data for frequencies, communications, communications products, indicators, etc. Manages the collection and analysis of qualitative and quantitative data; organizes and maintains NNPHI databases as appropriate.
- Drive for Results: Makes things happen; is proactive; balances "analysis" with "doing"; sets high standards for self; commits to organizational goals.



Project Managers in Evaluation Job Descriptions

This section includes job descriptions that focus on the project management of evaluation initiatives. These positions require at least a bachelor's degree, with preference for an advanced degree, and 1-7 years of experience.

Program Manager, Research and Evaluation, National Network of Public Health Institutes

Summary: NNPHI seeks a Program Manager provide project management support to a diverse and growing array of public health projects related to research and program evaluation. The Program Manager will also support NNPHI's Evidence to Action (E2A) team, our full-service research and evaluation services group.

The Program Manager will work independently and collaboratively to lead several projects within the Evidence to Action portfolio. These may include: (1) Project Firstline, a multi-year national training collaborative focused on healthcare infection prevention and control that aims to train all frontline healthcare personnel in the United States; (2) the Implementation Science Publishing Project, supporting the development of a special journal issue focused on the state of implementation science in chronic disease management; (3) Stopping Elderly Accidents, Deaths, and Injuries (STEADI), a multiphase research and evaluation project around preventing older adult falls; (4) the Drowning Prevention Project aimed at understanding new prevention measures for children at higher risk for drowning; and (5) a vaccination uptake project supporting a national network reaching communities with lower COVID-19 vaccination and other adult immunization uptake.

Primary Duties and Responsibilities:

- Provide overall project management, including developing and managing timelines, contracting, scope of work and budget management, leading project planning and implementation, and coordinating with NNPHI staff, members, consultants, and partners to achieve stated goals.
- Manage the development of a supplementary journal issue, including coordination among editors, authors, reviewers, and journals; creating project timelines; resolving production problems; and leading and implementing dissemination plans including press announcements, visual abstracts, social media, etc.
- Build and maintain effective working relationships with funders, partners, contractors, and project participants/collaborators.
- Support research-related activities, as needed, including literature reviews and environmental scans, including searching academic databases, reading and synthesizing published studies, and writing reports.
- Synthesize data from multiple sources (e.g., surveys, secondary data, literature reviews) and interpreting findings so that they are relevant and meaningful to public health practitioners, policymakers and other stakeholders.
- Present study findings to community and stakeholder audiences at various forums including national conferences.
- Contribute to the development of grant proposals and reports to funders.



- Collaborate with team members and stakeholders to document and share lessons learned both internally and externally.
- Attend, organize, and/or facilitate project meetings.
- Perform other duties related to program management.

Education and Experience Requirements:

- The Program Manager must have a master’s degree with at least three years of professional experience, or commensurate professional experience in lieu of a degree. Familiarity with scientific research and scientific publishing is strongly preferred.

Desired Skills, Knowledge, and Abilities:

- Training/education and interest in public health
- Experience providing administrative and coordination support for programs
- Experience working with journals and an understanding of the scientific manuscript publication process
- Ability to quickly learn and utilize systems and web-based applications
- Strong communication and writing skills, including science writing, editing, and presentation skills
- Strong organizational and problem-solving skills, including the ability to manage multiple tasks and respond to multiple demands simultaneously
- Strong interpersonal skills and an ability to work well with diverse partners and constituents and function as a productive member of a team

Project Manager - Public Health Program Evaluation (part time), University of Idaho

Summary: The Project Manager works closely with project investigators to conduct contractual evaluation services for the Idaho Tobacco Control Program, including survey development and analysis, tobacco policy and tobacco retail assessment, maintains project communications with project contractors and external partners, and completes required reporting. Works under general supervision with a significant degree of creativity and latitude. May coordinate project operations and the daily activities of junior project personnel. This position works within a team-based environment to complete contracted work under the guidance of the project investigators. This position reports to and directly assists the project investigator to complete contracted projects and works closely with project team members.

Primary Duties and Responsibilities:

Provide overall project management and coordination for a public health program by:

- Managing and carrying out project activities and coordination duties.
- Maintaining project communication with project directors, junior project members, external contractors, and funding agency.



- Working closely with the external contractors and external partners to develop and manage project timelines and workflows.
- Maintaining detailed records of project activities and prepares written reports acceptable to the Project Directors and the funding agency.
- Provide functional oversight of junior staff to complete tasks specified by the Project Director.

Support the creation, development, compilation, and dissemination of a statewide youth tobacco survey and tobacco policy analysis by:

- Research and summarize research literature related to youth tobacco control assessment and evaluation.
- Contribute to the development, implementation, analysis, and reporting of a statewide youth tobacco survey.
- Help design and conduct a statewide multi-sector tobacco policy assessment.
- Work closely with the Project Director to develop a research-based policy analysis methodology.
- Coordinate and organize day to day survey administration with survey sites and external partners.
- Manage junior staff involved in survey administration and policy assessment.
- Assisting the Project Director to prepare project updates and final reports on the survey findings and policy assessment.

Support the day-to-day activities of the public health project by:

- Performing other duties as assigned.
- Attending meetings and training pertinent to job duties and requirements.
- Updating or learning new technology and/or skills.

Education and Experience Requirements:

- Bachelor’s degree in a public health, community health, health education, health promotion, health sciences, or social sciences discipline.
- Preferred: Master’s degree in public/community health, health promotion, health education or health sciences.
- One year of public health project management and coordination experience beyond receipt of bachelor’s degree related to the domain of this position.

Desired Skills, Knowledge, and Abilities:

- Experience researching and applying public health literature to inform practice.
- Experience in public health program evaluation methodology.
- Use of computer software and applications for word processing, internet searches and data organization and analysis.
- Experience with diversity, equity, and inclusion in community health practice.
- Experience independently researching, compiling, developing and summarizing material for reports.
- Experience translating complex public health concepts into clear language for general audiences
- Experience developing health related surveys and survey analysis.



- Experience designing and conducting health policy assessment and evaluation.
- Experience investigating and applying public health data and evidence-based practice to create public health evaluation approaches.
- Experience using interactive data platforms, such as GIS.
- Experience applying biostatistics, data analysis and data visualization.
- Experience creating understandable and actionable health education information.

Senior Evaluation Manager, Institute for Public Health Innovation

Summary: IPHI is currently recruiting for a Senior Evaluation Manager (SEM) to support information-based decision making, measure and improve organizational and program performance, and foster evaluation business opportunities. The ideal candidate will be experienced in non-profit program evaluation, entrepreneurial, and energized by the opportunity to build the evaluation systems and capacities of a growing regional non-profit public health organization.

The Senior Evaluation Manager (SEM) will coordinate and support public health program evaluation and monitoring activities, including evaluation planning and design, collaboration with key stakeholders, data collection and analysis, data synthesis, and report writing and presentation with a commitment to equity, utilization-focused and community participatory evaluation strategies. This requires collaborating with team members and external partners on a wide range of diverse public health projects, from direct services to broad community-level policy and systems change initiatives. The Senior Evaluation Manager (SEM) will also lead evaluation training and capacity-building efforts across the organization and with project partners. The Senior Evaluation Manager (SEM) will play a key role in supporting overall organizational performance, such as through monitoring performance associated with IPHI's strategic plan and conducting staff and business client surveys. Finally, the Senior Evaluation Manager (SEM) will assist in cultivating business opportunities by identifying and securing evaluation service contracts and contributing to evaluation design elements of grant proposals.

In addition, the Senior Evaluation Manager (SEM) will carry out a broad spectrum of evaluation work designed to help build IPHI's capacity to improve and communicate the effectiveness of public health programs.

Primary Duties and Responsibilities:

- Coordinate or advise monitoring and evaluation activities associated with IPHI programs, in close collaboration with team members, contractors, and partners.
- Lead and support the design, planning, logistics, and implementation of evaluation activities, including support of strategic plan metrics and monitoring.
- Lead a broad range of survey development and implementation to support organizational and program development.
- Guide the development and implementation of organizational and program quality improvement processes.
- Support and lead organizational and community capacity building efforts, including trainings and workshops on topics relevant to monitoring, evaluation and learning.



- Support the development and implementation of a variety of monitoring, evaluation, and learning processes and outputs related to data infrastructure systems, survey-building, evaluation plans, data visualization and organizational learning.
- Work with other team members to translate evaluation and monitoring findings into organizational and program improvement.
- Analyze quantitative and qualitative data, interpret statistics and draft findings, including data visualization.
- Clearly communicate the results of analytical work to non-technical audiences in both written and oral communication.
- Write summaries, case studies, evaluation reports, literature reviews, abstracts, and other content.
- Assume a lead role in writing evaluation sections of grant reports and proposals.
- Contribute to the development of research and evaluation business opportunities.

Education and Experience Requirements:

- One of the following combinations of education and relevant work experience: Bachelor's degree plus at least seven years of relevant full-time work experience; or master's degree in a related field highly preferred.
- Minimum of five years in monitoring or evaluation experience required.

Desired Skills, Knowledge, and Abilities:

- Strong project management, research, analytical and communications skills.
- Demonstrated ability to lead the design of program evaluation approaches and collect, analyze, and synthesize both quantitative and qualitative data.
- Demonstrated evaluation and project management experience, including through team-based approaches, and coordinating with independent evaluators and contractors.
- Experience with evaluating both individual-focused services as well as broad community-wide efforts helpful, including policy and systems change efforts preferred.
- Demonstrated experience with anti-racist evaluation practices that support diversity, equity, and inclusion.
- Proficiency in Excel and other data analysis platforms required; experience with qualitative data analysis platforms preferred.
- Strong oral and written communications skills, including ability to write clear and concise reports, develop presentation materials and deliver oral presentations.
- Experience with data visualization preferred.
- A commitment to continuous learning and quality improvement.
- Passion for public health, racial equity, and the mission of public health institutes.



Supervisors or Evaluation Team Leads Job Descriptions

This section includes job descriptions that focus on supervising teams of evaluators. These positions require at least a master's degree and at least eight years of project management experience.

Director of Evaluation, Public Health Management Corporation

Summary: The Research & Evaluation Group at Public Health Management Corporation (R&E Group) is seeking a full-time Director of Evaluation to join its team. This is a new position that will have primary responsibility for leading a large portfolio of projects that encompass public health, addictions, family strengthening, and education. The Director of Evaluation will be responsible for promoting strategic relationships with academic, governmental, and community-based collaborators, for growing R&E Group's core evaluation capacities, and for securing grants, contracts and other revenue sources.

The Research and Evaluation Group at PHMC collaborates with government, community-based organizations, philanthropy, non-governmental organizations, and academic partners to conduct small and large-scale evaluations of programs and services, leverage data for action, and support the development and improvement of community-based programs, initiatives, and services. The ideal candidate will have prior experience leading professionals in a dynamic research or consulting environment, substantial content knowledge across a range of health program and policy issues, and a comfort level engaging with other thought leaders, clients, and decision-makers to represent PHMC. This role is an exciting opportunity for someone with a deep background in rigorous evaluation, data and client management, and strong qualitative and quantitative analytic skills, to contribute to the continued growth, learning, and success of PHMC and the many external partner organizations and funders with which we work.

The Director of Evaluation will provide comprehensive senior level coordination and management of the evaluation activities of our team and should be an authoritative source on evaluation practices, theory, methodology and principles. In particular, PHMC seeks a Director of Evaluation who has experience in the principles of equitable evaluation practice, and who can lead our team in using a rigorous health equity lens across our portfolio of projects in a systematic and intentional manner. Expertise and/or strong familiarity with other evaluation approaches such as collective impact, place-based, and other evaluation approaches.

With over 100 distinct contracts and grants at any one time, the Director of Evaluation must thrive while working with a variety of internal and external collaborators, managing multiple tasks simultaneously, amid multiple shifting priorities. To accomplish this work, the Director of Evaluation will lead a team of senior evaluators and managers who are responsible to lead the day-to-day operations of multiple projects. These projects range from evaluations of national programs to statewide surveys, to robust government-funded evaluation studies of public health interventions, to local program evaluations carried out in collaboration with community-based organizations. The Director also will lead large evaluation projects and studies.



Primary Duties and Responsibilities:

Mission-Driven Growth and Business Development

- The work of R&E Group is predominantly funded through grants and contracts. The Director will manage an evaluation portfolio development approach that is strategic and forward thinking in its ability to anticipate future trends and funding priorities across governmental and non-governmental clients and funders.
- Deepen and cultivate relationships with key government, philanthropy, non-profit and other actors in the public health, education and social services sectors. The Director will build and maintain relationships and collaborations with leaders, organizations, and collaborators across the region, state, and country relevant to the ongoing work of PHMC.
- Our team has a successful track record of securing new grants and contracts. The Director of Evaluation will identify and implement ways to strengthen the capacity of the R&E Group leadership team to strategically pursue and secure new funding, through new partnership development and effective proposal development.
- As a senior leadership position within the R&E Group, the Director of Evaluation will be a decision-maker regarding operational and program direction for the R&E Group.

Thought Leadership

- The Director will provide vision, strategy and leadership around R&E Group's evaluation practices, from the conceptualization of evaluation designs through the collection and analyses of data through the dissemination of findings. The Director will work with leaders to identify and implement a plan for continually building knowledge and skill development in evaluation best practices. We seek a Director who can lead our team's efforts to more fully and intentionally integrate and sustain principles of equitable evaluation into all facets of our work.
- Create and pursue opportunities to present and discuss PHMC's work to funders, policymakers, implementers, and other collaborators. Support dissemination of PHMC's work through articles in peer-reviewed journals, gray literature publications, conference papers, social media, and other dissemination channels. Participate in key conferences and other forums, as well as expert groups and advisory committees, to engage with key players in the public health sector, keep abreast of critical trends, and share PHMC's work with diverse audiences.
- Externally, the Director will project a strong public presence through attendance at relevant events, and actively make connections between community collaborators and PHMC. Internally, the Director will work in close collaboration with PHMC leadership to expand R&E's core services in support of PHMC program services and initiatives.

Strategic Management and Team Leadership

- Develop and direct a coordinated program of evaluation and support the strategic strengthening of our evaluation capacity. Develop and oversee processes to deepen and expand staff expertise and know-how in evaluation; this may include developing uniform standards or best practice in program evaluation, evaluation project management, mentorship and training of staff, and other forms of knowledge development among staff members.
- Lead large and complex evaluation projects; advise staff leading smaller projects.



- Supervise senior evaluators, including Senior Project Directors, Senior Data Analyst, and other senior team members as appropriate.

Education and Experience Requirements:

- Preferred: PhD in epidemiology, sociology, public/population health, psychology, data science/statistics or related field, or MPH with strong track record of relevant experience.
- Minimum of 8 years of experience in program evaluation, monitoring, management and administration in public health, population health, or related area. Must have experience leading initiatives and projects that use measurement, evaluation, and learning to drive strategy development, program design, and decision-making.
- Minimum of 5 years in a leadership position, with responsibility for oversight of teams. 5+ years successfully securing and leading data projects.

Desired Skills, Knowledge, and Abilities:

- Evaluation-specific expertise: The Director of Evaluation must have expert-level knowledge of core approaches to rigorous evaluation. Specific experience with principles of equitable evaluation desired. The Director must be curious and passionate about the role of health equity in today's evaluation landscape and have a vision for moving our full team toward uniform practices that build our capacity to engage the principles of equitable evaluation.
- Data expertise: The Director of Evaluation must have advanced/expert data analysis skills (e.g., use of Excel, SPSS, SAS, Stata, R, etc.), data collection expertise (e.g., Alchemer, REDCap, Qualtrics, etc.), expertise in data management and quality assurance, and data reporting and dissemination skills (e.g., PowerPoint, ArcGIS, etc.).
- Welcoming to all and ready to work with a dynamic and diverse team. Demonstrated ability and desire to work with colleagues, collaborators and others from diverse backgrounds, experiences, and perspectives and to be inclusive of these in carrying out the responsibilities of the Director position.
- Exceptional communications and influencing skills. The Director of Evaluation must have very strong written and verbal communication skills. They must be a polished communicator with excellent interpersonal skills.
- Integrity, positive attitude, and self-directed with readiness to advance the mission of PHMC and R&E Group with a focus on maximizing our shared values of collaboration, integrity, and equity.
- A team player, who can interrelate and operate effectively with peers and other associates within a demanding and fast-paced work environment.
- Strong commitment to client-centered approaches that prioritize client needs and goals and values inclusiveness of multiple perspectives, voices, and experiences.
- Proven capability in successfully developing and leading new areas of work and managing teams to perform that work.
- Hands-on experience leading and operationalizing initiatives that have taken a program/organization to the next stage of growth.
- Demonstrated ability to recruit, manage, and develop a strong team of staff, including project evaluators.



- Comprehensive understanding of the public health sector and related sectors (education, social services), the public health funding landscape and a track record of securing contracts and/or grants.
- Established research and evaluation record (contributions to peer-reviewed journals and gray literature, conference presentations, presentations at other expert forums).
- Experience conveying complex technical issues to non-expert audiences and sharing research results in a way that resonates with clients, practitioners, and policymakers.
- Experience preparing budgets for large and complex evaluations, and collaborating with finance and contracts teams in the preparation of program budgets.

Research and Evaluation Supervisor, Mechanicsburg Child Welfare Training Programs, University of Pittsburgh

Summary: The University of Pittsburgh’s Mechanicsburg Child Welfare Resource Center (Resource Center) is seeking a Research and Evaluation Supervisor. The Resource Center provides a continuum of services designed to facilitate and sustain positive change in the child welfare system.

The Research and Evaluation Team collaborates with internal and external partners to assess, inform, and improve child welfare processes, products, and practice, incorporating a race equity lens in all aspects. We contribute to the field by conducting applied research, engaging in innovative approaches to linking research and practice, promoting greater use of evidence-informed decision-making, and supporting the child welfare workforce in order to better serve children and families.

The Research and Evaluation Supervisor functions as part of the Research and Evaluation Leadership Team, along with the Research and Evaluation Department Manager and the Director of Research and Evaluation. The Supervisor reports to the Research and Evaluation Department Manager and functions as a member of the Resource Center’s management and supervisory teams.

Primary Duties and Responsibilities:

- Oversee the coordination of program evaluation and research activities for the Resource Center
- Ensure research and evaluation activities are integrated into the larger program work of the Resource Center and the Child Welfare Education and Research Program (CWERP) continuum
- Assist in the coordination of research/evaluation activities involving doctoral students and/or faculty in the School of Social Work.
- Oversee and contribute to the design, development, implementation, and monitoring of research and evaluation activities.
- Manage multiple Research and Evaluation staff members and work to ensure research and evaluation projects are driven by scholarly scientific inquiry as well as customer needs, and are completed on time and within budget.

Education and Experience Requirements:

- A Master’s degree in Social Work or closely related field such as Psychology, Public Health, Public Administration, or Industrial/Organizational Psychology



- A minimum of ten years' experience, at least five of which has been in a Quality Assurance or Program Evaluation role.

Desired Skills, Knowledge, and Abilities:

- Competency in program evaluation, basic research methodology and descriptive statistics, quality assurance, and training evaluation
- Experience working with databases and Microsoft products
A combination of equivalent experience and education will be considered for University guidelines.
In addition:
- Supervisory experience is preferred
- Experience in child welfare and/or related human service field is preferred
- Candidates will have excellent interpersonal, writing, collaboration, problem-solving, planning/organizing, and facilitation skills
- Knowledge of and experience with evaluating the following areas is preferred: public child welfare, training design, delivery and transfer of learning, technical assistance efforts, and youth and family engagement
- Experience with SPSS is preferred



Evaluation Consultant Job Descriptions

This section includes job descriptions for both time-limited and full-time evaluation consultants.

National Evaluation Consultant: Independent Country Program Evaluation, United Nations Development Programme

Summary: The Independent Evaluation Office (IEO) of the United Nations Development Programme (UNDP) will conduct an Independent Country Program Evaluation (ICPE) in Ethiopia in 2019. The ICPE will inform the elaboration of the new country program with evaluative evidence of UNDP's contribution to national development priorities. This is IEO's third country program evaluation conducted for Ethiopia. It will examine UNDP's work during the ongoing program cycle 2016-2020. Results of the evaluation are expected to provide a set of forward-looking recommendations as input to the new CPD process for the next country program.

The IEO is seeking a national evaluation consultant who work in one or more of the following areas:

- Poverty reduction and inclusive growth;
- Climate change and resilience-building.

In all areas, a gender-focused assessment is part of the program analysis. Please click [here](#) to access the TOR for the evaluation. The duration of the consultancy will vary depending on the specific tasks, ranging between 25 and 30 work days.

Primary Duties and Responsibilities:

Under the direct supervision of the IEO lead evaluator, the consultant will contribute to the analysis of the country program by providing technical expertise and knowledge in the assigned area(s), including cross-cutting areas, e.g. human rights, partnerships, gender, capacity building, etc. Their responsibilities will include:

- Conduct preliminary desk review research based on reference material provided by the IEO;
- Develop a data collection plan, in consultation with the lead evaluator and country office staff, based on the overall work plan and design provided by the IEO;
- Participate in data collection activities prior to and during the in-country mission. They include interviews and meetings with relevant stakeholders (virtual, Skype/telephone, and in person);
- Prepare individual reports, including program outcome-level analysis and any additional inputs for the final ICPE report as required by the LE;
- Participation in the evaluation team's joint meetings and analysis of key findings, conclusions and recommendations leading to the preparation of the final report ; and
- Contribute to the revision of the report as per comments received from the IEO, CO, Regional bureau and other stakeholders.

Education and Experience Requirements:

- Master's degree or higher in interested thematic area(s) indicated above, Social Sciences, Public Policy, International Relations, Economics, or other relevant fields.



- A minimum of ten (10) years of work experience in one or more of the thematic areas (Poverty reduction and inclusive growth/ Climate change and resilience-building) under review and relevant fields (e.g. entrepreneurship, private sector development, agricultural productivity, natural resource management, climate change adaptation, disaster risk management);
- Extensive experience in program evaluation/research and mastery of techniques and methods of data collection, interviews and quantitative and qualitative analysis;
- Experience in gender-sensitive programming and/or evaluation is a must;
- Experience in conducting evaluations of UNDP country programs will be an asset.

Desired Skills, Knowledge, and Abilities:

- Strong analytical skills, including ability to quickly assess a diverse range of information with a discerning sense for quality of data
- Good mastery of information technology required for organized presentation of information
- Adhere to the principle of confidentiality and ethical code of conducts during the evaluation
- Ability to work under pressure, multi-tasking skills
- Available to travel and conduct required analysis within the agreed timelines
- Familiarity with UNDP or UN work
- Ability to work in multicultural and multidisciplinary teams, acting with professionalism diplomacy, tact and courtesy

Health & Wellness Grants Evaluation Consultant, Colorado Department of Education

Summary: The Health & Wellness Grants Evaluation Consultant evaluates the outcomes of the School Health Professional Grant program (SHPG) and Project AWARE (Advancing Wellness and Resilience in Education). Colorado Senate Bill 14-215 established the School Health Professional Grant (SHPG) program, (C.R.S. 22-96-101), which is designed to increase the presence of school health professionals (nurses, psychologists, social workers and counselors) in both elementary and secondary schools to provide substance abuse and behavioral health care to students who have substance abuse or other behavioral health needs. The Governor’s Office of State Planning and Budgeting (OSPB) entered into an Interagency Agreement with the Colorado Department of Education (CDE) to provide evaluation and implementation support to the SHPG to determine the effectiveness and impact of the programs funded by the SHPG. The Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Mental Health Services, funded Project AWARE, which requires a program evaluator to facilitate project improvements, generate knowledge about project implementation, and determine the effectiveness of the project.

Primary Duties and Responsibilities:

- Work as part of the Health and Wellness Office to develop and deliver consistent evaluation plans to support professional staff in the successful implementation of the SHPG program and Project AWARE with a special focus on students with mental health needs.



- Provide ongoing technical assistance and training for the Health and Wellness program managers to ensure the effectiveness of evaluation structures for the SHPG program and Project AWARE, including databases and data collection timelines and procedures, and to ensure reliable and valid information per timelines for quarterly, mid-year, and annual reports as well as other dissemination products.
- Initiate all tasks needed to accomplish the annual evaluation plans for the SHPG program and Project AWARE, including developing and monitoring timelines and benchmarks needed to produce quality dissemination products including quarterly, mid-year, and annual reports.
- Evaluate and report to the SHPG program staff and Project AWARE staff to ensure their ability to manage their responsibilities in conjunction with the SHPG evaluation plan and the Project AWARE evaluation plan. Ensure accurate and efficient communication systems for ongoing evaluation and dissemination tasks specific to the SHPG program and Project AWARE.
- Provide supplemental data analysis and evaluation in line with the needs of the Health and Wellness Office and staff requests. F. Participate in state SHPG program and Project AWARE-related training, conference calls, and webinars.
- Collaborate with other offices at the Colorado Department of Education (CDE), when available, on activities associated with systems change, the SHPG program, and Project AWARE.
- Develop and coordinate future applications for federal and foundation grants, including conducting needs assessments of stakeholders, developing performance measures, targets, and developing evaluation plans and timelines.

Education and Experience Requirements:

- Master’s degree or equivalent experience in research/evaluation, statistics, education, or related field
- Minimum of five years’ experience in leading program evaluation and research

Desired Skills, Knowledge, and Abilities:

- Content knowledge related to social-emotional health for children in a school setting
- Demonstrated leadership skills in project management
- Demonstrated experience in data collection and data visualization
- Evidence of extensive experience in high-quality evaluation and research methods
- Demonstrated presentation, training, and facilitation skills
- Excellent oral and written communication skills
- Strong organizational skills
- Ability to multi-task and work independently with minimum supervision
- Successful experience working with multiple teams and coordinating work in an informal leadership role



Additional Resources

[Region V: Public Health Model Job Descriptions Project](#)

This resource from the Region V Public Health Training Center is a selection of evidence-based job descriptions and attractive job postings that can be easily adapted by local and state health departments.

[Finding the Right People for Your Program Evaluation Team: Evaluator and Planning Team Job Descriptions](#)

This resource from CDC includes additional sample evaluator job descriptions, lists of evaluator competencies, and strategies for recruiting new evaluation team members.

[How to Hire an Evaluator](#)

This resource from The Office of Minority Health has guidance on timeline, skills to look for, and a checklist from planning to hiring an evaluator.

[Hiring the Right Evaluator for your National Service Program](#)

This resource from AmeriCorps contains step by step guidelines, including interview questions and a candidate rating form.

[Statement of Work in a Solicitation for an External Evaluation of a Hypothetical AmeriCorps Program](#)

This resource from AmeriCorps outlines evaluation tasks that can be adapted for a public health evaluation consultant or contractor.

[How to Select a Program Evaluator](#)

This resource from the Higher Education Center for Alcohol and other Drug Prevention includes an overview of hiring considerations as well as some networking suggestions to find qualified evaluators.

[When and How to Use External Evaluators](#)

This resource from the Association of Baltimore Area Grantmakers explores the decision to hire an External Evaluator.

[Selecting and Working with an External Evaluator](#)

This resource was developed by Healthcare Georgia Foundation and has an in depth look at considerations, including pros and cons, of hiring an external evaluator for a project.

[Building and Maintaining Your Evaluation Team](#)

This resource from the CDC has a staffing plan and evaluation workplan template as well as tips for managing your evaluation.



[Hiring an Evaluator \(from National Center for Mental Health Promotion and Youth Violence Prevention\)](#)

This resource has key considerations for the hiring process, including screening candidates, preparing for the interview, and managing interview logistics.

[Evaluation for Improvement: A Seven Step Empowerment Evaluation Approach](#)

This resource was developed by the CDC and was intended for Violence Prevention Organizations, and has an in depth look at Evaluation Principles, definitions, and a guide to the hiring process.

[Learning & Growing through Evaluation: State Asthma Program Evaluation Guide](#)

This resource from the CDC is a collection of evaluation documents tailored specifically to an Asthma program and includes doing evaluations, implementing the evaluation, and a variety of other applications of evaluations.

[Better Evaluation Tools and Resources](#)

The Better Evaluation website, a part of the Global Evaluation Initiative, has hundreds of resources about budgeting for evaluation and use of resources.

[The value of our evaluations: Assessing spending and quality](#)

This resource from the William and Flora Hewlett foundation summarizes changes in the field of evaluation from 50 evaluations conducted between 2009 and 2016.

