

Program Evaluation Coordinator

About the Job

Duties

Incumbent functions as Program Evaluation Coordinator for the 901 Component 1 of the Communities Putting Prevention to Work (CPPW) program within the Division of Nutrition and Physical Activity (DNPA). The Program Evaluation Coordinator will provide evaluative direction in the development and implementation of 901 statewide interventions to promote physical activity, healthy eating and tobacco cessation and control through policy and environmental systems change within all small employment settings and schools. The Director of the DNPA and the Director of the Healthy Communities Division will provide supervision for the Program Evaluation Coordinator.

Representative duties include:

- Communicate with employers throughout the state on policy and environmental interventions.
- Establish specific evaluation plans for all 901 interventions.
- Provide leadership in the development and coordination of all elements of program evaluation.
- Coordinate the development and maintenance of evaluation content for toolkits, fact sheets, PowerPoint presentations and agency websites.
- Represent the DNPA in public forums.
- Develop and monitor evaluation project budgets and contracts, if needed.
- Provide evaluation support for all 901 interventions and other collaborating ISDH initiatives including the Indiana Healthy Weight Initiative and INShape Indiana.
- Travel throughout the state as determined by the objectives in the work plan and approved by the Director of the DNPA.
- Collect, analyze and report program evaluation data to the Healthy Communities staff, DNPA staff and other reporting entities.
- Determine appropriate baseline and outcome data to be collected and utilize resources to facilitate the collection of such data.
- Using evaluation data collected locally or elsewhere, to assist in the formulation of evaluation plans to initiate or strengthen grant programs and services.
- Provide technical assistance to Healthy Communities staff in the design and implementation of the evaluation components of grant programs and services.

Program Evaluation Coordinator...continued

- Assist in the review of the strengths and weaknesses of evaluation components of program proposals.
- Monitor compliance with federal reporting requirements and best practices.
- Assist with grant reporting.
- Participate in internal and external workgroups and meetings as needed.
- Performs other duties as required.

Candidate should hold at least a master's degree in public health, as well as two years experience in program evaluation, preferably in a public health setting. Prefer someone with an interest and/or experience in evaluation of nutrition and physical activity initiatives.

Job Requirements

- Thorough knowledge and understanding of population-based health interventions.
- Strong oral and written communication skills.
- Ability to lead working groups whose expertise is needed to develop the evaluation based on currently accepted methods and tools.
- Ability to work effectively with the staff of DNPA, ITPC, and other chronic disease programs, as well as state and local decision makers and others outside the public health community.
- Ability to work under pressure/tight deadlines in a fast-paced environment.
- Ability to multitask and prioritize.
- Knowledge of current evaluation methods and best practices in the area of Behavioral Health, Sociology, and Psychology.
- Working knowledge of computer software packages used for evaluation activities.

As a contracted employee of Knowledge Services, you will be responsible for meeting the needs and job requirements at The State Department of Health.

Contact Information

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