

# Program Evaluator Job Description

**Status:** Full-time/ Non-Exempt

**Reports to:** Executive Director

**Position Overview:** An evaluator measures the effectiveness of programs in alignment with the organizational values of excellence, equity, and integrity. This position will collect and analyze program data, interpret findings, and suggest program changes.

## **Responsibilities:**

- Design and develop data collection and program evaluation tools for prevention programs.
- Conduct routine analysis on program process and outcome data.
- Compare desired and actual program outcomes and prepare written reports and presentations related to the evaluation process and findings.
- Consult appropriate stakeholders as needed to facilitate ongoing process of program design, implementation, and revision.
- Suggest changes based on the information that is collected.
- Perform other duties as assigned.

## **Required Skills and Qualifications:**

- Master's degree in a related evaluation field
- Knowledgeable about best practices in program evaluation.
- Knowledgeable about data collection methods and methods for protecting confidential data
- Strong observational, analytical, and critical thinking skills to be able to review trends, information, and outcomes and deduce reasons for the results and consider alternative possibilities for creating more efficient resources
- Strong communication skills to be able to provide clear and concise written and verbal reports that outline your findings and highlight the reasoning behind suggested changes.
- Strong ability to understand the context of a program and how it affects program planning, implementation, outcomes, and evaluation.
- Able to independently organize work while working on numerous evaluation projects; prioritizing tasks; planning; following through to complete assignments in a timely, complete, and accurate manner.
- Proficient in Microsoft platforms including Excel, SharePoint, Outlook, and PowerPoint.

## **Preferred Qualifications:**

- Doctorate degree in a related evaluation field
- Program evaluation experience in the non-profit and behavioral health sectors.

## **Work Schedule**

- This position will primarily work 40 hours per week Mondays – Fridays either virtually or at the office.

*This job description is not meant to be an all-inclusive list of duties and responsibilities but constitutes a general definition of the position's scope and function in the company. Drug Free Marion County Inc. is an equal opportunity employer.*

**Lived Experience:** *Drug Free Marion County Inc. encourages individuals with lived experience to apply. This includes individuals who have undertaken their own recovery journey or supported someone through a recovery journey from mental health conditions, suicidal struggles, and/or substance abuse. They have the capacity to draw upon and use their own lived experiences to help others and prevent suicide and substance abuse and promote mental wellness.*

**Health Equity:** *Drug Free Marion County Inc. strives to create a diverse, inclusive environment to better represent the multi-faceted communities that we serve. We are an equal opportunity employer and seeks those from groups that have been historically marginalized or under-represented to apply.*