

BOSTON PUBLIC HEALTH COMMISSION

JOB TITLE: Program Evaluator POSITION #: 50106382

PROGRAM: Boston Healthy Start Initiative
SUPERVISOR: Project Director
SALARY: \$65,000 – 73,000 annualized range, DOE
HOURS: 35 hours a week; Will require some evenings and weekend work

DUTIES:

Conduct a formal program evaluation of the Boston Health Start Initiative using established evaluation techniques. Design strategies to improve program implementation and provide recommendations to guide program polices. Responsible for assembling, cleaning, managing and analyzing large data sets deriving from multiple sources, and preparing reports, presentations and manuscripts for peer-review publication. Perform statistical analyses of data from qualitative and quantitative data sources in cooperation with the Research Office, IT and other consultants as required by the program. Design strategies for improving program implementation and to provide guidance in policy issues. Identify program objectives that reflect the goals of the project. Develop performance and common measures that could be used as tools for monitoring the project. Work closely with QA manager to ensure a high level of data quality. Work with Project Director on Federal HS Applications. Work closely with ITS and Research Office teams and related program teams to devise systems that achieve program objectives. Participate in systems requirement definitions sessions. Document the results of analysis activities using the appropriate templates or analysis tools. Make recommendation for data collection requirements. Identify areas of potential business risk and communicate these to Director. Develop innovative approaches to Evaluation while considering the realities affecting a program (e.g., a small budget). Incorporate evaluation into all program activities. Understand both the potential benefits and risks of evaluation. Educate program personnel about designing and conducting the evaluation. Explain material clearly and patiently. Communicate well with key personnel. Deliver reports and protocols on time. Meet regularly with Director regarding all aspects of program operations, including but not limited to matters pertaining to program staff and other confidential matters. Work in a confidential capacity with the director. Operate independently. Use independent judgment and discretion. Perform other duties as required.

MINIMUM QUALIFICATIONS:

MPH in Maternal and Child Health required: PhD preferred.
4 to 6 years evaluation and analysis experience required. Excellent interpersonal, oral/written communication and organization skills required. Knowledge and experience in gathering requirements, functional design, and working with business process. Must be able to work in technical environments.
Experience with SAS, MS Excel, and MS Access required.
Experience in program evaluation, proficiency in data analysis and interpretation and effective written and verbal communication skills. Comfortable with qualitative and quantitative data sources and analysis.
Able to work with a wide variety of stakeholders, including representatives of target populations.
Strong project coordination and organization skills.
Exhibits cultural competence.
Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.
Boston residency required or willingness to relocate within 6 months of hire.

REQ#: PHC 2942