**RIVERSIDE COMMUNITY HEALTH FOUNDATION**

**Position Description**

**Position Title:** Program Evaluation Assistant

**Reports to:** Vice-President of Health Strategies

**Position Summary:** Staff members in this position will work with the Program Evaluator to support RCHF and Community Settlement Association (CSA) programs in the development and implementation of effective evaluation processes. Personnel assists with a variety of complex technical and supportive services involving data analysis, grant and project coordination, compile reports, develop evaluation tools, and other related duties.

**Working Relationships:** Works alongside the Program Evaluator, and in conjunction with the Sr. Directors of Health Strategies and CSA, Grants Manager, and Certified Health Education Specialists to complete tasks.

#### Essential Position Duties and Responsibilities:

## Assists with design and development data collection and program evaluation tools necessary for program scopes of work. Includes the development and administering of survey instruments, forms and questionnaires.

## Monitors grant/project timeline and assists in project reports. Prepares statistical summaries and data comparisons for report submissions.

## Consult appropriate personnel as needed to facilitate ongoing process of program design, implementation and revision.

## Assists with reviews of program-related documents, data files, published information and official reports. Includes the management of and recommendations for upgrade current databases in use.

* Assists with routine analysis of program process and outcome data.
* Assists with reports and presentations related to evaluation process and findings.
* Assists with evaluation-related technical assistance to grantees individually and in group through site visits, conferences and seminars.
* Prepare for and conduct meetings and presentations, effectively and professionally.
* Perform activities complying with code of conduct and mission and value statements.

**Minimum Qualifications:**

**Education**

A bachelor’s degree in a related field

**Experience**

* Experience equivalent to the completion of four years of college coursework and training in technical writing, statistics, and computer usage.
* Progressive experience working in a public agency or educational environment in evaluations or statistical work.
* Experience preparing clear and concise written communication and able to conduct complex data reviews.
* Experience in developing and maintaining relational database files, performing queries, and retrieving data to prepare reports.
* Experience in research, interpretation, and development of procedures relating to grant projects.

**Knowledge and Skills**

* Principles of data review and reporting
* Ability to work independently with minimal supervision; organize and prioritize work; self-motivated
* Possess a high degree of organizational skills
* Possess a good verbal and written communication skills
* Ability to communicate effectively with diverse groups
* Proficiency in operations of various office machines and computer programs.

**Physical and Mental requirements**

* Ability to set goals and to work toward meeting those goals in an organized manner
* Ability to organize work and to work on multiple projects at once
* Ability to maintain the highest level of confidentiality in all work assigned
* Ability to communicate (read, write, and speak) in English
* Ability to present a professional appearance both in dress and demeanor
* Ability to sit for long periods of time
* Ability to follow directions

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President/CEO Date

I have carefully read and understand this job description. In addition, I can state for the record that I am able to perform all job requirements as listed.

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Employee Date