



Community-Campus Partnerships for Health

Promoting Health Equity and Social Justice

Call for *Remote Evaluation Specialist* Temporary: 7-month, full-time position

Community-Campus Partnerships for Health (CCPH)

Established in 1997, CCPH is a nonprofit membership organization that promotes health equity and social justice through partnerships between communities and academic institutions. We view health broadly as physical, mental, emotional, social, and spiritual well-being and emphasize partnership approaches that focus on changing the conditions and environments in which people live, work, study, pray and play. By mobilizing knowledge, providing training and technical assistance, conducting research, building coalitions, and advocating for supportive policies, we help ensure the reality of community engagement and partnership matches the rhetoric. We collaborate with partners whose mission aligns with our vision. Join our team of dedicated professionals applying their technical expertise and creativity to help impacted communities achieve health equity and justice.

Position

The Remote Evaluation Specialist will work in close collaboration with the data analyst and program director to manage and contribute to research and evaluation of CCPH projects. The primary focus will be on the process, outcomes and impacts of community engagement, capacity-building, and technical assistance provided to COVID-19 projects. The candidate will support program evaluation planning, and reporting. The specialist will facilitate presentations to community and academic partners, stakeholders, funders, project teams and communities. In addition, the Evaluation Specialist will develop and implement project management systems to guide research/evaluation projects and ensure the timely completion of high-quality work and deliverables.

The candidate must demonstrate outstanding leadership, organizational, and interpersonal skills, and exhibit sensitivity to cultural diversity in all research and evaluation activities. Because of the complex dynamics of this project, the evaluation specialist must demonstrate effective communication skills and a history of engagement with diverse populations. Candidates should have a strong background in community engaged research, community engagement, project management, and work in a cross-functional environment. The candidate must demonstrate a commitment to partners and work effectively, respectfully, and collaboratively in diverse, multicultural, and inclusive settings.

Responsibilities

- Support leadership in coordinating partnerships, technical assistance, development, and other initiatives to accomplish CCPH goals and objectives.
- Collaborate with the data analyst and project team to develop and implement systems and evaluation plan(s).
- Help determine performance and impact indicators and goals.
- Develop or identify data collection tools.
- Gather, synthesize, analyze, and communicate information from a variety of sources.
- Track project activities, outputs, progress, and deliverables.
- Contribute to research proposals, reports, and manuscripts
- Disseminate evaluation findings and project results to partners, practitioners, project teams, and key stakeholders
- Work collaboratively, as well as independently, in a fast-paced environment.
- Easily adapt to change.
- Attend and/or facilitate multiple meetings and document for reporting and development purposes.

Preferred Qualifications and Experience

- Master's or advanced degree in public health, program evaluation, social science, social work, health education or related field or equivalent work experience.
- Minimum 3 years relevant experience working on research/evaluation projects focused on health and community engaged research or advocacy.
- Experience with various aspects of the research process, including quantitative and qualitative research methods.

- Experience using SPSS or other statistical software packages to manage and analyze data.
- Proficiency in using a variety of computer applications (e.g., Google Suite, Outlook, MS Excel, PowerPoint).

This job description is not all inclusive. The Evaluation Specialist will also perform other related program or project/job duties as assigned. CCPH reserves the right to revise job duties and responsibilities as the need arises

Report to: Program Director

Salary and Benefits: Competitive salary commensurate with experience and education. Paid vacation and sick leave; contribution towards the cost of health insurance benefits. This is a full-time, 7-month grant-funded job opportunity with the potential for becoming a longer-term position.

To Apply: Please submit your resume, a cover letter describing your interest and relevant experience, and a brief (no more than 3 pages) evaluation plan or report you have developed to our [online job application form](#). If you have any questions, please email info@ccphealth.org. **DEADLINE: FRIDAY, JANUARY 7, 2022, by 5:00 pm EST.**

Equal Employer Opportunity Statement

We are committed to diversity and inclusion in all its forms including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation, veteran status, or any other characteristic protected by law. This also means promoting diversity of thought, experience, and culture.