

## FRCOG JOB DESCRIPTION

**JOB TITLE: Evaluation Coordinator**

**DEPARTMENT: Community Services, Partnership for Youth (PFY)**

**GRADE: 4**

**LATEST REVISION DATE: 11/2021**

### DEFINITION

Coordination of annual regional Teen Health Survey and other evaluation support of activities for youth health promotion in Franklin County / North Quabbin in coordination with the Communities That Care Coalition; other work on Partnership for Youth projects as determined by need of team and skills of employee.

### SUPERVISION

- 1. Supervision Received:** Works under the direct supervision of the Partnership for Youth Coalition Coordinator. Develops workplan with supervisor and implements responsibilities, with regular check-ins on complex challenges or problems.
- 2. Supervision Given:** *Oversees no staff.* Oversees student interns and volunteers working on evaluation activities. Oversees the work of subcontractors working on evaluation activities.
- 3. Supervision Scope:** N/A

### JOB ENVIRONMENT

- 1. Physical Environment/Working Conditions:** Works primarily out of FRCOG office in Greenfield. Work is generally performed in typical office space with frequent off-site meetings and community outreach. Must obtain transportation to remote field locations in order to perform off-site duties.
- 2. Physical Effort/Visual Demand:** Minimal physical effort generally required in performing duties under typical office conditions. Required to regularly carry loads of up to 20 lbs. Position requires the ability to operate a keyboard and standard office equipment at efficient speed and to drive a car. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit and talk and hear and see.
- 3. Contact with Others:** Has regular contact with Partnership for Youth/FRCOG staff and Communities That Care Coalition (CTC) members, as well as school representatives to the Regional School Health Task Force and other community partners interested in survey data. Duties require perceptiveness to analyze circumstances in order to provide guidance and relevant resources, and sensitivity to deliver data in positive (non-shaming) and effective (motivational) ways.

### ESSENTIAL FUNCTIONS

1. Coordinates implementation of annual, regional Teen Health Survey through the Regional School Health Task Force. Works with Task Force Members to select or develop survey tool, and effectively administer survey. Analyzes data, writes

- reports, gives and/or prepares presentations, creates graphs, charts and infographics, etc. Works with schools and PFY Coordinator and staff to disseminate results of survey and apply to youth substance use prevention efforts, youth health promotion efforts, and efforts to advance racial justice and equity.
2. Serves as evaluator for PFY grants and programs as assigned. Coordinates closely with PFY staff and subcontracts to design process, outcome, and impact evaluation plans and tools, oversee data collection efforts, analyze data (including surveys, interviews, and focus groups), and prepare reports. Coordinates closely with CTC Coordinating Council and CTC Workgroups to ensure that data is high-quality and thorough, coalition members understand the needs demonstrated by community data, program data is collected consistently, and results of program evaluation are integrated back into program planning.
  3. In addition to the duties described above, performs one or more (but not all) of the following duties, based on skills and interests of the employee (to be determined in the hiring process):
    - A. Communications – Maintains a vibrant CTC website and social media presence (with content input from PFY staff and CTC partners), creates biweekly CTC newsletter (with content input from PFY staff and CTC partners), creates flyers, brochures, and publications, works on promoting events, activities, messages through print and digital media.
    - B. Policy and Norms Work – Works with CTC’s Regional Policy and Norms Workgroup (which includes other substance use prevention coalitions, recovery organizations, DA’s Office, law enforcement, youth, parents, and more) to promote policy change that supports youth health, well-being, and equity. Activities range from coordinating advocacy on cannabis advertising to ensuring alcohol & marijuana compliance checks happen in the region, to encouraging towns to adopt Host Community Agreements that support prevention, to promoting recovery friendly community events.
    - C. Research – Researches and shares information about the efficacy of potential new programs, Helps translate research on best practices in advancing racial justice in schools, preventing youth substance use, promoting youth nutrition and physical activity, positive parenting, etc. into effective practice for PFY staff and CTC partners.
    - D. Administrative Support – Assists PFY staff with administrative tasks such as minute-taking, scheduling, digital filing, etc.

**4. Complexity of Duties:**

Duties require a very strong understanding of basic quantitative and qualitative data collection and analysis, as well as strong communication skills to be able to communicate data simply and clearly to all audiences – verbally, in written form, and through charts and graphs. Additional duties require skills in survey development, focus group planning and facilitation, public speaking, writing, the visual display of data, program planning and program evaluation. The position also requires an interest in youth and community health and health equity promotion.

Depending on which duties listed above (3A, 3B, 3C, 3D) are assumed, the position requires skills in understanding and presenting social science research, communication and marketing, social media, traditional media, policy advocacy, coalition-building, and/or strategic planning. *The employee does not need to have ALL of these skills.*

**5. Accountability:**

Responsible for coordinating the implementation of CTC's annual Teen Health Survey with all nine public middle and high school districts in Franklin County and the North Quabbin Region. Errors could result in reduced data accuracy or breaches in confidentiality, which could affect relationships with partners and funding, and affect efficacy of programming.

**6. Contact with Others:**

The Evaluation Coordinator has regular contact with members of the Regional School Health Task Force, school principals and superintendents, school nurses, and other partners who use the data from the survey.

**7. Access to Confidential/Sensitive Information:** The Evaluation Coordinator has access to focus group and key stakeholder data, as well as school-specific survey data, which can be confidential and/or sensitive. The Evaluation Coordinator will be the holder of this information: releasing it inappropriately could damage public relations for schools and the FRCOG.

**8. Budgetary Responsibility:**

None

**9. Other Essential Functions:**

- Participates in Communities That Care Coalition Regional School Health Task Force and Coordinating Council.
- Maintains records and completes reports as required by the PFY Coalition Coordinator and funding sources.
- Writes reports, grants, documents, plans as requested by PFY.
- Participates in general Partnership for Youth activities and projects. Works as a team with Partnership for Youth staff on projects as required.
- Additional essential functions depend on which duties listed above (3A, 3B, 3C, 3D) are assumed.
- Performs similar or related work as required or as situation dictates.

## **RECOMMENDED/REQUIRED MINIMUM QUALIFICATIONS**

### **EDUCATION, EXPERIENCE, KNOWLEDGE, ABILITY AND SKILL**

- 1. Education/Basic Training:** Bachelor's degree (Master's a plus) in public health, public policy, communications, statistics, or other related field plus 2 years relevant professional experience. *(Applicants with 0-2 years relevant professional experience but strong data and communication skills are encouraged to apply.)*  
**Experience:** Experience with qualitative data analysis and reporting is required. Experience with quantitative data analysis or ability to learn these skills quickly. Experience with digital and print communications and marketing AND/OR experience with advocacy and state or local policy is a significant bonus. Experience using a range of computer applications.

Experience with diverse communities.

**2. Knowledge, Ability and Skill:**

- Knowledge of public health approaches and evidence-based prevention models, especially regarding substance abuse prevention, dropout prevention, and the promotion of nutrition and physical activity.
- Understanding of racial justice issues and white dominant culture.
- Skilled in program evaluation.
- Excellent oral and written communication skills. Skilled in public presentation.
- Computer skills including Word, Excel, Outlook, and PowerPoint and SPSS.
- Skill in presenting data visually and verbally.
- Ability to establish and maintain links to area youth-serving organizations, schools, youth, parents, law enforcement, local government, and other community stake-holders in youth health promotion.
- Excellent relationship builder. Whether with partners or within the team, qualified candidates must be able to work collaboratively and build trust and respect, both in-person and virtually, knowing that whatever the medium, excellent rapport is the basis for an effective working relationship.
- Ability to work independently and as a part of a team, and can do so in-person and virtually.
- Strong attention to detail while still able to see the forest through the trees. Qualified candidates must be flexible and creative, while also able to work within the confines set by funders.
- Qualified candidates must value diversity—diverse opinions, perspectives, and experience—and draw on this value to identify the best ways to assist community partners.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer, and requirements of the job change.