



## Evaluation Project Manager Position Description

<b>POSITION:</b>	Evaluation Project Manager
<b>FTE:</b>	1.0 FTE
<b>EDUCATION:</b>	Master's degree in a public health, nutrition education, social science, or evaluation field preferred but experience may be substituted.
<b>DESCRIPTION:</b>	The Evaluation Project Manager will join a dynamic and progressive team to support evaluation efforts of Michigan Fitness Foundation to address the programming goals and objectives to improve lives and strengthen communities by helping people eat healthfully and be physically active.

### ESSENTIAL FUNCTIONS:

- Support Evaluation Specialists in implementing evaluation plans and conducting analysis (qualitative and quantitative) for internal projects and external contracts.
- Conduct multiple data analysis projects within a single period of performance under the direction of Evaluation Specialists.
- Conduct and participate in relationship building, training, compliance oversight, direct program evaluation and communication of outcomes.
- Conduct on and off-site field evaluation both indoors and outdoors in all weather.
- Participate in report, publication and grant writing and other projects as assigned.
- Travel independently both in state and out-of-state.

### JOB REQUIREMENTS AND QUALIFICATIONS:

- Interest in direct education and community-level approaches to health promotion and disease prevention.
- Knowledge and experience in research or evaluation addressing social determinants of health and health equity is strongly desired.
- Experience in program evaluation and/or research including:
  - Literature search/review
  - Evaluation/research design
  - Development of data collection tools including surveys and interview guides
  - Data collection and data management
  - Quantitative and qualitative methods of analysis, and associated software tools
  - Communication of results for diverse stakeholder groups (i.e., traditional reports, data visualizations, infographics)
- Excellent computer skills including experience with Excel, online data collection platforms (i.e., Survey Monkey, Qualtrics).
- Possess strong writing skills.
- Ability to work well independently and in a collaborative team environment, and exhibit strong professional skills.

### OTHER INFORMATION:

- Primarily remote options available.
- Must be able to attend periodic in-state and out of state, multi-day trainings and conferences with reasonable accommodation.
- Must be able to constantly operate standard office machines, and constantly



- communicate with internal staff as well as external partners remotely.
- Must be able to frequently remain in a stationary position as well as move about in the course of general duties.
  - Must be authorized to work in the U.S.
  - Will work in usual office working conditions where noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.
  - Have a valid driver's license and be able to provide proof of current, valid auto insurance (preferred but not required).
  - Due to the COVID-19 pandemic, all staff are currently working remotely. Upon re-opening, all staff will be expected to follow mandated safety protocols to protect against COVID-19 transmission.

### **SALARY, BENEFITS, AND WORKLIFE BALANCE:**

The salary for this position starts at \$52,000 plus benefits, which include:

- Paid time off that starts at 4 weeks, and increases incrementally starting after your first year.
- Twelve paid holidays and a paid winter break office closure in late December.
- Flexible work schedule.
- Provision of up-to-date technology and support.
- Parental leave policy and infant-at-work program in addition to bereavement, military, and jury/witness duty leaves.
- Group health plan, including medical, dental and vision, as well as options for flexible spending accounts or health savings accounts.
- Annual wellness benefit reimbursement to support staff in engaging in a physically active, healthy lifestyle inside and outside of work.
- Pet-at-work program to allow staff to bring their pets to work.
- 401k plan with 5% employer contribution and additional match up to 3%.
- Employee assistance program with free professional support for a variety of life's challenges.

### **HOW TO APPLY:**

Send resume and cover letter to Pam Bartig, [pbartig@michiganfitness.org](mailto:pbartig@michiganfitness.org). Include "Evaluation Project Manager" in the subject line.