



Evaluation Specialist Position Description

POSITION:	Evaluation Specialist
FTE:	1.0 FTE
EDUCATION:	Advanced degree in a health, education, social science, biostatistics or evaluation field.
DESCRIPTION:	The Evaluation Specialist will join a dynamic and progressive team to oversee the 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:

- Provide evaluation and statistical analysis leadership that includes overall support for internal projects and external contracts.
- Independently or as part of a team conduct and participate in relationship building, training, compliance oversight, direct program evaluation and communication of outcomes.
- Independently conduct reporting, analysis and communication tasks using standard equipment.
- Conduct multiple data analysis projects within a single period of performance.
- Conduct on and off-site field evaluation both indoors and outdoors in all weather.
- Participate in grant writing and the development of evaluation services proposals.
- Publication of reports in scholarly journals and presentation of findings at national conferences encouraged but not required.
- Supervision of staff and oversight of projects as assigned.
- Travel independently both in state and out-of-state for up to multiple days.

JOB REQUIREMENTS AND QUALIFICATIONS:

- Comprehensive content expertise in program evaluation including design, qualitative and quantitative methods of analysis, primary and secondary data analysis, meta-analysis and data management.
- Advanced degree in a health, education, social science, or evaluation field required.
- Ph.D. or equivalent degree preferred; aligned experience may be substituted.
- Five or more years' experience in evaluation of large projects with increasing levels of responsibilities, preferably in the public health realm.
- Exhibit professional and collaborative leadership skills.
- Robust knowledge of statistical analysis and associated software tools.
- Strong writing skills.

OTHER INFORMATION:

- Primarily remote options available.
- Must be able to attend periodic in-state and out of state, multi-day trainings and conferences.
- Must be able to constantly operate standard office machines, and constantly communicate with internal staff as well as external partners.
- 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.

Michigan Fitness Foundation is an at-will employer. The above position description describes the position currently available and is not intended to be an employment contract. Michigan Fitness Foundation reserves the right to modify the duties, position description or benefits at any time. This position is located in Lansing and is considered to be exempt. MKS 1.7.19



- Have a valid driver's license and be able to provide proof of current, valid auto insurance (strongly 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 \$75,000 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. Include "Evaluation Specialist" in the subject line.