

Evaluation and Program Manager

Note: Spanish and English fluency are required for this position.

If you are not fluent in both Spanish and English, please do not apply for this position.

JOB SUMMARY

The Evaluation and Program Manager will join an interdisciplinary CRI team focused on putting theory into practice to use, advance, and build evidence about employing approaches to integrative health and health literacy in order to fulfill the mission of Canyon Ranch Institute. (See our Mission and Objectives at: <http://www.canyonranchinstitute.org/contents.aspx?cat=about-mission>)

The Evaluation and Program Manager will report to the CRI Health Literacy and Research Director. He or she will collaborate with the Health Literacy and Research Director and a strategic team of CRI consultants, staff, and our partners to connect best practices of program management and evaluation to the culturally competent, non-profit public health and wellness programs that support the unique mission and objectives of CRI, a 501(c)3 non-profit organization. CRI rigorously evaluates partnership activities from a perspective that sees evaluation as a specified subset of research activities that adheres to the highest methodological and ethical principles of both the research and evaluation communities.

Through this inclusive, team-oriented process, the Evaluation and Program Manager will manage the evaluation process from planning to outcome measurement for a diverse range of projects. He or she will work with the Health Literacy and Research Director to provide counsel to program staff on evaluation strategy design, implementation and maintenance for initiatives and programs that happen within CRI partnerships aimed at measurably improving the health and well-being of communities in the United States and worldwide. The Evaluation and Program Manager will play a significant role in a new, innovative project that combines the arts with best practices of health literacy that will be launched in Peru. Thus, Spanish language skills are essential to succeed in the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Communicates via phone, email, and during in-person meetings with program partners in South America and the United States.
- Travels within the United States and other nations approximately six times per year, with trips lasting from two days to three weeks.
- Assists in implementing, managing, and evaluating selected programs and partnerships for CRI.
- Reviews selected partnership and program proposals and conducts appropriate reviews to determine suitability for CRI implementation.
- Works closely with partners to ensure culturally competent, integrated, and successful execution of agreed-upon projects.
- Prepares and manages partnership and program budgets as relevant.
- Helps develop and maintain computer software and other database and record-keeping programs to measure and evaluate partnerships and CRI overall to comply with applicable laws, ensure that necessary information is available from partners in a timely fashion, and that evaluations are completed and disseminated on schedule in a manner that is useful to all stakeholders .

- Works with CRI communications team to ensure that partnership and program information is appropriately disseminated.
- Develops and maintains relationships with external stakeholders, thought leaders, and peer organizations and individuals in order to enhance CRI's achievement of its objectives.

ADDITIONAL DUTIES OF EVALUATION AND PROGRAM MANAGER

- Serves as the CRI lead on evaluation of selected partnerships and programs, to include training and mentoring colleagues and partners about CRI's approach to planning and evaluating public health programs.
- Participates in designing, conducting, and evaluating an innovative program using the arts and health literacy to advance health literacy and public health in Peru.
- Assists with the development of collaborative approaches to planning and evaluation strategies.
- Responds to requests for evaluation support from partners, colleagues, and others to support the mission of CRI.
- Provides technical assistance with the incorporation of evaluation into the planning and implementation of selected CRI programs and initiatives.
- Works collaboratively to ensure that evaluation is conducted in a manner that is sensitive to the needs of all program stakeholders and is both culturally competent and health literate.
- Responds to requests to contribute to the review of potential partnership and program proposals to provide evaluation-related technical assistance.
- Manages evaluation-related activities and deliverables of staff, contractors, and consultants.
- Negotiates, recommends, and manages budgets for selected evaluation activities across CRI partnerships and programs.
- Participates in the development of data management systems and recommends appropriate software for data analysis.
- Researches and develops data-collection tools appropriate for each program and partnership.
- Participates in data collection, data management, and data analysis processes.
- Communicates outcomes and recommendations to internal and external audiences through presentations, lectures, articles, and other communications opportunities.
- Prepares and presents evaluation concepts and data to a wide variety of audiences.
- Stays informed about best practices in program management and evaluation.

REQUIREMENTS

- **Education**

Masters degree in Public Health or equivalent required. E.g. a Masters degree in Communication, Social Work, Ethnography or related fields in the social or physical sciences with public health and/or non-profit experience (Proof of degree is required.)

- **Experience**

At least two years of experience working in a professional capacity in a public health and/or non-profit health program with responsibility for program management, implementation, evaluation, budgeting, and communications. Prior non-profit experience is a significant plus.

- **Knowledge, Skills, and Abilities**

- Fluency in written and spoken Spanish and English.
- Proven success in planning, implementing, and evaluating public health partnerships and programs.
- Strong background in statistical software packages and methodology.
- Strong background in qualitative data analysis software packages and methodology.
- Knowledge of chronic disease prevention policy, particularly with respect to obesity, diabetes, cardiovascular disease, cancer, and asthma.
- Knowledge of health disparities policy work, and efforts to improve health literacy and disseminate best practices.
- Analytical ability and strategic, tactical thinking.
- Ability to prioritize and process multiple complex projects and deadlines with attention to detail and organization.
- Ability to creatively approach challenges and projects.
- Strong interpersonal skills and ability to work effectively in team environments.
- Excellent oral, written and presentation skills in English.
- Highly self-motivated, organized, and capable of working efficiently without daily management or supervision.
- A commitment to improving the health and well-being of all people worldwide, particularly underserved communities and populations.

INSTRUCTIONS FOR APPLYING

Please send a cover letter and résumé via email to: CRI@canyonranchinstitute.org

Please provide your cover letter in English and Spanish. In your cover letter, please address how your qualifications match the duties, responsibilities, and requirements described above and how you are suited to the position.

Deadline for applications is October 4, 2010.

Selected candidates will be contacted for interview in October 2010.

Candidates must be prepared to start full-time work in Tucson, AZ, approximately November 8, 2010.

WORKING CONDITIONS

Requirements/ Activities	Sometimes 0-29%	Frequently 30-50%	Constantly >60%	Not Applicable
Bending/Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Climbing Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Climbing Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Collating/Filing	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color Recognition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Dialing	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Digging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Lifting/Carrying 25lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Lifting/Carrying 50lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Lifting/Carrying 75lbs.or>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Listening	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Manual Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Reading	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Stretching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Sustained Mental Application	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Sustained Visual Application	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Threading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Using a Keyboard	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Writing	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

DISCLAIMER: The above statements are intended to describe the general nature and level of work to be performed by individuals assigned to this job. The statements are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.