USET THPS Evaluation Specialist
The USET THPS Evaluation Specialist supports the United South and Eastern Tribes, Inc. (USET) - Tribal Health Program Support (THPS) staff with planning, implementing, and coordinating evaluation activities for the Program. The incumbent will be responsible for designing program evaluation tools, educating Tribal partners on evaluation tool design, implementing evaluation processes, and writing progress and final reports. In addition, they will provide programmatic support and coordination to include communication and collaboration with external grantees. He/she is responsible for timely completion of deliverables to meet the needs of the funder and program manager. The USET THPS Evaluation Specialist must implement Tribal and Area evaluation plans that demonstrate measurable progress toward applicant-identified assessment driven outcomes.

Exempt/Non-Exempt and Salary Range:
The USET THPS Evaluation Specialist is an exempt position requiring travel and irregular work hours, with a salary of $54,000 - $71,000 per year.

Reporting Relationship:
The USET THPS Evaluation Specialist is supervised by the THPS Program Manager.

Duties and Responsibilities:
1. Compile background research and literature reviews for programs and projects on Best Practice approaches to support the evaluation process.
2. Assist in design and implementation of policy, system and community approaches to promote measurable changes in healthy behaviors.
3. Educate program partners in both qualitative and quantitative data collection tools and techniques for the purposes of process and outcome evaluations.
4. Develop and provide trainings on evaluation processes as needed
5. Track and maintain project compliance ensuring compliance with protocols and funding agency requirements.
6. Support data collection, data management, project coordination and project documentation at sites.
7. Compile statistical reports and prepare presentations.
8. Review and verify that documents, general reports and records are accurate and conform to established publishing protocols and procedures.
9. Other duties as assigned by the THPS Program Manager.

Qualifications:
1. Bachelor’s degree from an accredited college or university is preferred; however, an associate degree in a relevant field of study along with 3-4 years of experience in managing/coordinating a variety of health-related projects will be considered as applicable.
2. Must possess excellent analytical abilities and verbal/written communication, organization, and presentation skills. Applicants may be required to submit documented writing samples.
3. Demonstrated ability to exercise independent decision-making and the ability to communicate with counterpart staff in other agencies and tribal entities.
4. Some knowledge of public health principles preferred.
5. Cultural sensitivity/ability to work within the customs and traditions of various tribal groups.
6. Must exhibit demonstrated experience and high level of computer proficiency in Microsoft Office Suite, including Word, Excel and PowerPoint. Learning Microsoft Project software would be expected.
7. Must be willing to travel.

USET/USET SPF is committed to Native American preference and is an Equal Opportunity Employer.