

Job Title: Evaluation Associate

Develops and implements assigned evaluation projects. Works closely with other staff in the development and assistance on projects related to evaluation services, service utilization, and the development of new projects. Position is responsible for working with other staff to provide a high-quality support experience for all staff members and clients and may act as lead project staff as appropriate.

Duties

- Implement evaluation projects. Responsibilities include but are not limited to:
 - Developing and testing data collection tools
 - Conducting primary and secondary data collection
 - Conducting data analysis
 - Developing reports and other materials with evaluation findings and recommendations
 - Data analysis using mixed methods
- Provide support in conducting community assessments. Responsibilities include but are not limited to:
 - Conducting primary and secondary data collection
 - Conducting data analysis
 - Developing reports and other materials with evaluation findings and recommendations
- Other duties as assigned by the President of Epiphany Community Services or their designee(s)

General

- Promote an image of a high-quality organization through expertise and responsiveness
- Takes responsibility for assignment completion and follow-through
- Be responsive to the needs to ECS clients and staff

Skills/Qualifications

Required

- Undergraduate degree in public health preferred in the field of epidemiology, related field **and** 3 years' experience within the public health or community coalitions, or data collection analysis **OR** Master's Degree and one year of experience
- Strong communication skills, written and oral
- Ability to manage multiple projects simultaneously. Comfortable working independently, with experience working in a team environment.
- Skills in establishing and maintaining effective working relationships
- Ability to travel

Skills/Qualifications Continued

- Experience in evaluation or data analysis
- Skills in Microsoft Office Suite
- Experience in data analysis software

Compensation

- \$42-52,000 annually depending on experience and qualifications.
- 20 days paid time off per year.
- 8 paid holidays
- 6 weeks paid parental leave
- Stipend for health insurance available*
- 3% contribution to IRA after one year
- Cell phone and internet allowance

*if qualified

Position Type: Full-Time

Travel: Yes

Location: Remote/Hybrid (must have residency in Ohio, New Jersey or North Carolina)

Reports to: President or their designee of Epiphany Community Services

About Epiphany Community Services

Epiphany Community Services, a national public health evaluation firm with a focus on public health collaborations, has offices in Ohio and North Carolina. ECS works with over 80 clients nationwide with an emphasis on coalitions addressing substance use. The majority of ECS's projects evaluate community collaborations using the known evaluative methodologies related to analysis of contribution as described by the World Health Organization's Center for Community Health and Development and the Center for Disease Control, along with the design and implementation of secondary and primary data collection, analysis and reports. Additional projects include systems level analysis for improvement, public health accreditation assistance, training and technical assistance on evaluation, leadership and organizational development.

Contact Information:

If interested. Please submit resume and cover letter to

Epiphany Community Services

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For More information, please visit our website at

www.epiphanycommunityservices.com