Position Purpose:
Under the general direction of the Public Health Preparedness Manager and working closely with the Director of Education, Practice & Data, this position is expected to provide leadership and guidance related to the monitoring and evaluation of a federally funded project focusing on public health preparedness. The position will assume overall coordination of the evaluation activities of the ASPPH/CDC funded subaward projects to schools of public health.

The Monitoring and Evaluation Specialist will oversee the development and implementation of the Monitoring and Evaluation (M&E) plan and ensure that activities are implemented according to schedule. The position will provide consistent attention to program impact assessment and continual refinement of evaluation methods. In addition, this position will liaise closely with the project teams funded through the ASPPH/CDC cooperative agreement and with other technical and programmatic partners, including the Centers for Disease Control and Prevention (CDC).

The Evaluation Specialist assures completeness and accuracy consistent with external and internal compliance requirements; and, working in collaboration with Manager of Grants and Manager of Public Health Preparedness, contributes to programmatic reports.

Responsibilities/Duties/Functions/Tasks – Duties include, but not limited to:
- Provide overall technical guidance and capacity building to the ASPPH project team, with responsibility for coordination of M&E activities.
- Develop M&E strategies, frameworks, plans and indicators to assess project performance and impact.
- Attend meetings of subaward project teams with CDC, and other partners as needed.
- Provide technical assistance to strengthen strategic information activities and M&E systems in ASPPH/CDC supported subaward sites.
• Conduct regular meetings, via conference calls to the subawardees to provide technical support in the implementation of key M&E activities and to identify where adjustments may be required.
• Develop and oversee adherence to M&E standard operating procedures.
• Coordinate technical assistance for public health preparedness activities,
• Ensure coordination with the Public Health Preparedness Coordinating Center
• Develop and oversee procedures for data collection, reporting and feedback of information, including reporting to CDC.
• Oversee the collection and reporting of M&E data for all subaward projects and contribute to writing program narrative reports.
• Participate in technical review calls with CDC and subaward projects.
• Lead dissemination activities, including analysis of data.
• Provide technical assistance to staff (in the use of Monitoring and Evaluation, data analysis, development of evaluation indicators, and reporting of results).
• Carry out other duties as assigned by Director, Education, Practice & Data.

Qualifications:

• Education and Experience: Prior senior experience in program evaluation, mixed methods research, and health communication.
• A PhD or DrPH preferred; or alternatively a MPH.
• Proven management leadership skills.
• Public health experience at state, tribal, or territorial level is desirable. Familiarity with academic public health preferred.
• Ability to establish priorities and handle multiple projects effectively.
• Ability to think strategically.
• Collaborative problem solver who can take initiative and set priorities.
• Ability to travel domestically.

To Apply:

Send resume and cover letter to grants@aspph.org.