Gleaners Community Food Bank of SE MI
Job Description

Job Title: Program Evaluator
Reports To: Senior Director, Wellness & Nutrition Education
FLSA Status: Non-exempt
Department: Community Engagement
Last Update: December 2023

The Program Evaluator is a full-time position responsible for carrying out the day-to-day activities associated with evaluating the impact of Gleaners' programming, primarily related to nutrition education and healthcare initiatives.

Essential Duties and Responsibilities
1. Work closely with members of Gleaners' leadership team, assess and understand current evaluation goals and activities; identify priority areas for new evaluation activities that align with Gleaners’ household impact model.
2. Develop and document clear, consistent evaluation processes for key initiatives.
3. Identify existing evaluation tools and/or develop new tools (e.g. surveys, focus group questions, etc.) as needed.
4. Engage other departments within Gleaners to identify opportunities for collaboration and/or coordination related to evaluation activities.
5. Clearly and consistently track all evaluation activities and processes; enter and organize collected data while protecting confidential information.
6. Write evaluation reports to be shared both internally and externally; contribute written summaries of evaluation activities and outcomes for grant proposals.
7. Analyze collected data, identifying trends and outcomes that clearly illustrate the impact of program(s) of focus.
8. Based on data analysis and interpretation, proactively share suggestions and ideas with leadership team, for the continued improvement of nutrition and healthcare initiatives.
9. As needed, conduct presentations internally and externally, related to evaluation efforts.
10. Work cross functionally with (primarily but not limited to) Gleaners’ Operations, Agency Relations, Marketing & Communications, and Advancement departments to build common understanding of our evaluation efforts and the impact key initiatives have on our communities.
11. Prepare and submit monthly, quarterly and/or annual progress reports as needed.
12. Meet regularly with team leaders to streamline communication and coordination around evaluation activities.
13. Cultivate relationships of trust with external partners through meetings, speaking engagements and other activities.
14. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
15. Promote a positive work environment where team members feel empowered, engaged, and connected to Gleaners mission and strategic plan.
16. Other duties as assigned.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Scope of Position
Budgetary Responsibility: Low/Moderate
Personnel Responsibility: Low
Donors: Low
Access to Confidential Info: High
Supervisory responsibility: Low
Customer Contact: High
Volunteers: Moderate
Partner Agencies: High

Education/Experience
1. Bachelor’s degree in public health, nutrition or health sciences, social work, and/or related field required, master’s degree preferred.
2. Minimum of 3 years program evaluation/research experience in a related field/industry, required.
3. Experience developing and implementing surveys and focus groups required.
4. Data collection, storage, organization, and analysis (e.g., in Excel, SPSS, SAS, STATA or other analysis tools) experience required.
5. Demonstrated ability to take initiative in moving projects forward, appropriately balancing the need for input and guidance, required.
6. Strong writing skills required.
7. Clear, timely and professional communication and relationship skills required.
8. Ability to interpret data and its’ meaning within the context of specific programs and communities, considering limitations and potential misconceptions.
9. Demonstrated knowledge and understanding of what it takes to implement nutrition education and/or community-based public health programs, strongly preferred.
10. Experience and passion for working with diverse populations required.
11. Ability to work both independently and collaboratively with a team, required.
12. Strong organizational skills and demonstrated ability to multi-task, required.
13. Demonstrated commitment to creating and supporting a diverse, equitable and inclusive environment in the workplace and within the communities we serve, required.
14. Previous experience implementing or supporting community-based, nutrition and/or health education programs preferred.
15. Understanding of communities in southeast Michigan, strongly preferred.
16. Valid driver’s license and proof of insurance required.

Language Ability
Fluency in English.
Excellent verbal and written skills in both languages.

Computer Skills
To perform this job successfully, an individual should be proficient in Microsoft Office. Specifically, employees are required to use Outlook, Excel and Publisher regularly to perform the duties of this job. Familiarity with virtual meetings and learning platforms required.

Work Environment
The standard work environment is a combination of both onsite and offsite conditions. Office setting includes fluorescent lighting; temperature and humidity are controlled by air conditioning and heating. The noise level in the work environment is usually low. The employee will often be required to perform assigned duties in offsite locations including food pantries, schools, senior housing centers, and other community centers. Remote work as required.