

## JOB POSTING

**Title:** Project Evaluator Collaborative Workgroup Initiative

**Hours:** Full-time

**Status:** Exempt

**Minimum Salary:** \$43,000

**Posting Open:** June 6, 2022

**Posting Close:** July 15, 2022

## POSITION DESCRIPTION

<b>TITLE:</b>	Project Evaluator Collaborative Workgroup Initiative
<b>DEPARTMENT:</b>	Race and Gender Equity
<b>DESCRIPTION DATE:</b>	March 16, 2022
<b>PREPARED BY:</b>	Sheila Mayhorn
<b>APPROVED BY:</b>	Tracy Williams
<b>REPORTS TO:</b>	Martha Barry
<b>PURPOSE:</b>	The Community Storyteller/Evaluator holds a key position on the Collaborative Workgroup (CWG) initiative, which aims to develop and implement projects aimed at reducing breast and lung cancer disparities in Wisconsin. The CWG initiative is part of the Community Cancer Science Network (CCSN) and funded by the Advancing Healthier Wisconsin (AHW) Endowment at the Medical College of Wisconsin.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### **Design and contribute to CWG evaluation frameworks (60%)**

- Collaborate regularly with internal and external partners to build workgroup evaluation and data collection system
- Create and oversee project-level evaluation plans
- Help build workgroup capacity to use data to inform project decision-making and planning
- Assist workgroups in developing evaluation plans, and advocate for and implement participatory and equitable evaluation practices
- Work closely with the work group facilitators to integrate credible sources of knowledge into the design process

#### **Collect, manage, analyze, and interpret CWG data and information (20%)**

- Attend all CWG sessions
- Assist the workgroups in identifying learning questions and appropriate methods to address these questions
- Prepare summaries and reports
- Support the dissemination of findings

#### **Collaboration and relationship building with internal and external project partners (20%)**

- Collaborate on the building of the larger initiative's theory of change, evaluation plan, measures, and methods

- Participate in the evaluation community of practice and developmental evaluation coaching activities
- Attend and contribute to all required CWG and CCSN meetings and events

**REQUIREMENTS:** 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 will be made to enable individuals with disabilities to perform the essential functions.

- At least four years of group facilitation/adult education or Bachelor's degree and/or equivalent work experience.
- Knowledge of quantitative and qualitative methods for evaluating learning and outcomes
- Experience conducting formative and summative evaluation OR a strong interest in evaluation methods
- The ability to create and uphold an inclusive and equitable evaluation culture
- Excellent presentation and public speaking skills, along with social and interpersonal skills including influencing, listening, written and oral presentation.
- Experience working with diverse groups of individuals.
- Skills in data collection, management, analysis and visualization/use
- Driver's license and insured vehicle
- Must have the ability to travel to priority counties of Milwaukee, Racine and/or Walworth

**OTHER VALUABLE COMPETENCIES:**

- Lived experience with the continuum of cancer care (prevention, screening, diagnosis, treatment, survivorship, end of life)
- Strong connections with communities of focus
- Demonstrated ability to prioritize work/time, set personal timelines and to work in a self-directed and independent manner sometimes with little oversight.
- Strong technical skills including Microsoft Office Suite and Zoom
- Familiarity or expertise in community-based participatory or human-centered design methodology
- A strong desire to create meaningful change, reduce cancer disparities and advance health equity
- Ability to uphold and operationalize the core principles of initiative which include: 1) biology to policy perspectives, 2) grounding in equity and justice and 3) systems thinking

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Noise level varies from low to high depending on the site/office
- Travel to appointments, meetings in priority counties
- Duties may be accomplished with a combination of on-site and remote work

NOTE: *COVID-19 safe work environment accommodations are provided*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Frequently required to walk
- Frequently required to sit for long periods of time in front of computer screen
- Frequently required to talk or hear

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**COMPENSATION PACKAGE:** Full-time position, salary range: \$43,000 - \$50,000, offering comprehensive health plan (medical, dental and vision), paid holidays and generous PTO.

**HOW TO APPLY:** Send cover letter, resume and salary expectations  
to: [CV@ywcawis.org](mailto:CV@ywcawis.org)