



Position: Program Evaluator

Date: 9/1/2009

Reports to: Asthma Program Director

The American Lung Association of the Upper Midwest is a voluntary health organization serving a seven state area including Illinois, Indiana, Iowa, Minnesota, North Dakota, South Dakota and Wisconsin. Our mission is to save lives by improving lung health and preventing lung disease. The ALA has been fighting for the lung health of all Americans since 1904. Today, the ALA fights to reduce smoking, clean the air we breathe, and find cures for lung disease.

Position Description:

The Program Evaluator will develop and administer evaluation activities for the IN Department of health Asthma Program. This position will serve as the resident resource and specialist for program evaluation. Work is broad in scope involving complex program elements which require analytical, interpersonal and organizing abilities.

Duties and Responsibilities:

- Creates, updates, and maintains the Asthma Program's 5-year evaluation plan.
- Coordinates and writes revisions to the State Asthma Plan (Year 1 and as needed)
- Advises program staff and partners of appropriate evaluation procedures for activities within the State Asthma Plan.
- Oversees the design and implementation of program evaluation to determine the progress of program goals and objectives and to set performance measures.
- Disseminates evaluation results to all stakeholders to assist with decision-making.
- Provides support to the Indiana Joint Asthma Coalition and workgroups.
- Represents the Asthma Program on other federal, state, and local advisory groups, coalitions, and/or focus groups.
- Performs related tasks as required to meet the established goals and objectives of the State Asthma Program, the Chronic Disease Division, and the Indiana State Department of Health.

Qualifications:

- Bachelors Degree or equivalent experience in public health programs
- Possess sufficient technical authority for completing responsibilities of the position.
- Experience in evaluating program goals, objectives, and interventions
- Extensive knowledge of public health/health promotion evaluation methods
- Extensive writing skills for creation of reports
- Understanding of public health principles
- Ability to comprehend, analyze, interpret, and disseminate evaluation results and make recommendations on implementation in a program area
- Ability to effectively communicate orally and in writing, including public speaking
- Ability to meet deadlines
- Ability to maintain effective working relationships with federal, state, and local agencies, medical and health organizations, community groups and associations, and other stakeholders.
- Ability to work independently with minimum instructions.

Other Requirements

- Hold valid driver's license and carry and maintain private automobile insurance
- Abstain from use of tobacco in any form
- Necessary to work evenings and weekends on an as needed basis
- Ability to lift and carry 25 lbs (event materials)

This is a grant funded position through August 2010. This description is intended to identify the kinds of tasks and levels of work difficulty being performed. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

EOE/AA

To apply send cover letter and resume to:
Human Resources
American Lung Association of the Upper Midwest
3000 Kelly Lane, Springfield, IL 62711
hr@lungum.org
217-241-3573 – fax