



Social Health Association of Indiana

POSITION DESCRIPTION

Position: Director of Programs and Evaluation

Brief Description: Executive level position ensuring the success of agency programs and client outcomes.

Accountability: Reports to Chief Executive Officer

Responsibilities

Programs

- Supervise the evaluation of programs and the development and implementation of curriculum.
- Supervise program staff of 8-15 full-time and part-time professionals to ensure strategic goals are achieved.
- Support and encourage staff to fulfill their potential and pursue professional development.
- Oversee the application of technology in the classroom and in office/work-related tasks.
- Address day-to-day issues that arise with partners, including reports made to the Department of Child Services.
- Coordinate the interview and hiring process for new program staff.
- Oversee the orientation of new program staff to teach and present the SHA curriculum.
- Work with the Education Team Coordinator to ensure the effectiveness of program delivery.
- Provide job performance evaluations to all program staff based on classroom observations, test scores, survey data, and other metrics, as appropriate.
- Prepare and provide teaching aids, resource materials, and supplies to educators as needed.
- Consider the role of cultural, social, and behavioral factors in the accessibility, availability, acceptability and delivery of services to students and interactions with partners.
- Respond to diverse needs of students, parents, staff and other SHA stakeholders.
- Understand health and youth development, especially in SHA's primary areas healthy relationships and the prevention of bullying, teen dating violence, teen pregnancy and STDs.

Program Evaluation

- Adhere to ethical and legal principles in the collection, maintenance, use, and dissemination of program data.
- Collaborate with third-party researchers to assess SHA programs and ensure the success of research projects.
- Supervise data collection and data entry processes of internal evaluation surveys.
- Maintain all necessary legal, statistical, and program records, including teacher activity sheets, program pre- and post-tests, classroom teacher surveys, and parent surveys.
- Integrate the findings from quantitative and qualitative data into organizational operations.

Marketing

- Ensure all curriculum, classroom materials, and other program materials meet SHA branding standards.
- Collect and disseminate program testimonies and stories for development and marketing.
- Support social media, the enewsletter, and other marketing activities, as needed.

10/19/2016

Director of Programs & Evaluation Social Health Association of Indiana

Other Duties

- Collaborate with CEO and CFO to create annual operating budget.
- Operate programs within current and forecasted budget constraints.
- Assist occasionally with fundraising efforts, as needed.
- Pursue individual, team and organizational learning opportunities for personal and professional development.

Qualifications

Master's degree (or equivalent) in health-related or management field is preferred; however, equivalent related work experience will be considered. Experience as a supervisor and project manager is essential. Professional writing and interpersonal communication skills are a must. A deep appreciation for cultural competencies and diversity is important. Detailed knowledge of all current Microsoft Office software programs and using a database to perform the job is necessary (Salesforce database knowledge is helpful). Must provide own transportation and possess the ability to travel around the state, periodically overnight, to visit partner sites (mileage/work expenses are paid by employer).

Compensation

Salary will be commensurate with experience (range is low-mid \$50s);
Benefits include retirement, long & short term disability; and generous Paid Time Off.
Health Care benefits are not provided.

Office Location

Downtown Indianapolis, 615 N. Alabama St., Indianapolis, IN 46204. Free parking.

Website

www.socialhealth.org

Submit a cover letter and resume attn. to Tonja Eagan, CEO at info@socialhealth.org by November 4, 2016.