

PROGRAM EVALUATOR

POSITION DESCRIPTION

This position is hosted by a non-partisan legislative staff unit. The unit is charged with evaluating whether public services are delivered in an effective and efficient manner and in accordance with the law. Evaluations typically require qualitative and quantitative methods such as record reviews, secondary analysis of agency data, surveys, interviews, focus groups, and site visits. In the six to eight months spent on each evaluation, project teams develop a detailed understanding of the evaluation topic at hand through in-depth, multi-method data collection and analysis; translate findings into terms that are readily understood by the legislative audience; formulate policy recommendations; produce written reports; and present those reports to legislators.

The Program Evaluator will have primary responsibilities on multiple evaluation teams, participating in all project phases including planning and design, data collection and analysis, and reporting. They will develop expertise in legislative program evaluation and build to designing and leading a project. As with all evaluations conducted by the host organization, the subject of the evaluation will be determined by the organization's work plan, which is set by the organization's legislative oversight committee. Examples of duties include:

- performing complex legislative program evaluation projects independently and on teams;
- identifying important evaluation issues;
- developing and designing questionnaires, surveys, and other data-gathering instruments;
- collecting data from a range of sources;
- analyzing data on program operations;
- maintaining carefully organized data files and records;
- writing clear, comprehensive reports of conclusions and recommendations; and
- delivering formal presentations to legislative committees and state agency boards and commissions.

*****This position description from a past competition of the Mellon/ACLS Public Fellows program is intended to serve as an example of one of the diverse roles in which fellows translated their humanities skills into successful work and post fellowship careers. For more information about past placements in this program, see the Recent Awardees page on the ACLS website.*****



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QUALIFICATIONS

- PhD in the humanities or interpretive social sciences.
- Strong organizational, research, writing, and oral communication skills.
- Ability to work on teams and independently.
- Ability to work objectively and impartially with members of all political parties.
- Broad knowledge of federal, state, and local government organizations and functions highly desirable.

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