



VACANCY ANNOUNCEMENT

Senior Evaluation Specialist - THPS

Brief Description of Duties to Be Performed: The USET Senior Evaluation Specialist supports the United South and Eastern Tribes, Inc. (USET) - Tribal Health Program Support (THPS) staff with planning, implementing and coordinating evaluation activities for the Program. The incumbent will be responsible for designing program evaluation tools, educating Tribal partners on evaluation tool design, implementing evaluation processes and writing progress and final reports. In addition, he/she will provide programmatic support and coordination to include communication and collaboration with external grantees. He/she is responsible for timely completion of deliverables to meet the needs of the funder and program manager. The USET Senior Evaluation Specialist must implement Tribal and Area evaluation plans that demonstrate measurable progress toward applicant-identified assessment driven outcomes.

Minimum Requirements: A Master's degree in Scientific, Public Health, Social Sciences or Program Evaluation field. A minimum of 7+ years of program evaluation work experience with at least some experience working with federal agencies in program evaluation preferred. Strong knowledge, skills and abilities related Word, Excel, PowerPoint, MS Access software, desktop publishing software, and ability to learn new software applications quickly. Incumbent must possess excellent verbal and written communication and organizational skills. Translational research experience in a public health setting preferred. He/she must be able to show cultural sensitivity and ability to work within the customs and traditions of various tribal groups. Have ability to occasionally travel and work irregular hours. Writing sample required.

Position posted: November 3, 2017

Closing Date: Open until filled

Please send cover letter and résumé to:

Tammy Neptune, Human Resources Dept.
United South and Eastern Tribes, Inc.
711 Stewarts Ferry Pike, Suite 100
Nashville, TN 37214
Email: tneptune@usetinc.org.