

## JOB DESCRIPTION

**POSITION:** Diabetes Prevention Program Evaluator  
**DEPARTMENT:** Community Services and Partnerships  
**REPORTS TO:** Director of Community Services and Partnerships  
**FTE:** 1.0 FTE  
**SALARY:** \$45,000 - \$60,000 DOE  
**START DATE:** ASAP  
**LOCATION:** Salt Lake City, Utah

### ORGANIZATIONAL DESCRIPTION

The Association of Asian Pacific Community Health organizations (AAPCHO) is a national association of community health organizations serving Asian and Pacific Islander populations across the United States and its territories. AAPCHO's mission is to promote advocacy, collaboration and leadership that improve the health status and access of Asian Americans, Native Hawaiians and Pacific Islanders within the US, its territories and freely associated states, primarily through our member community health clinics. Our vision is to establish a standard of excellence for community-based health care that is equitable, affordable, accessible and culturally and linguistically appropriate to the people we serve.

### Position/Role:

The Diabetes Prevention Program Evaluator reports to the Diabetes Prevention Program Director. The Evaluator will also work closely with AAPCHO's Director of Community Services and Partnerships, Executive Director, and key consultants in the design, implementation, and coordination of evaluation activities required by the Centers for Disease Control (CDC) and to support and document the needs of the Pacific Islander Diabetes Prevention Program (PI-DPP). Travel is required for this position.

Funded through the CDC, the PI-DPP goals are to 1) Increase the number of new organizations achieving full CDC-recognition in selected underserved counties/islands/atolls; 2) Increase the number of Native Hawaiian and Pacific Islander (NHPI) participants meeting CDC recognition standards related to intensity and duration of participation in DPPs; 3) Increase the number of NHPI participants that have the CDC-recognized lifestyle change program as a covered benefit by public or private payer or employer and; 4) Increase awareness and dissemination of best practices, resources, and tools to NHPI communities and organizations.

### Programmatic (90-95%)

1. In consultation with the Program Director and key consultants, the Program Evaluator will plan, coordinate, communicate, implement, monitor, and provide technical assistance for program evaluation activities.
2. Responsible for all program evaluation activities including program monitoring, quality assurance, data collection and analysis components required by CDC, and translation of lessons learned into program improvement measures and narratives for success stories and promising practice updates submitted to CDC.
3. Participate in all CDC national evaluation meetings and trainings related to the DPP.
4. Develop, communicate, implement, and monitor program evaluation plan and process.
5. Coordinate evaluation activities required of program sites.
6. Write and submit evaluation reports including CDC required reports in consultation with the Program Director.
7. Plan, organize, and facilitate evaluation related meetings and teleconference calls.
8. Respond to evaluation related requests as needed.
9. Maintain consistent communication with PI-DPP consultants and partner organizations regarding evaluation activities and requirements.
10. Represent AAPCHO at conferences, DPP program meetings and other events as required.

11. Provide on-site and distance learning trainings to PI-DPP sites and partner organizations on data collection protocols, best practices, and quality assurance.
12. Other duties as requested by the Executive Director and Director of Community Services and Partnerships.

#### **General Agency (5-10%)**

17. Foster an environment that promotes trust and cooperation amongst staff, management, and clients.
18. Assist in advocacy activities promoting the mission and vision of the organization.
19. Participate in staff and program meetings.
20. Participate in organization's functional teams and ad hoc committees.
21. Participate in agency activities such as quarterly and annual retreats, volunteer activities, holidays and other events.
22. Other duties as requested by the Director of Community Services and Partnerships and Executive Director.

#### **QUALIFICATIONS:**

1. Master's Degree in health related field or commensurate experience preferred.
2. Direct knowledge and experience with Native Hawaiian and Pacific Islander communities required.
3. Demonstrated knowledge and understanding of AA&NHPI community health issues required.
4. Evaluation experience with chronic disease management and management of multi-site projects knowledge and skills required. Federal grant evaluation experience preferred.
5. Excellent analytical, speaking, and written skills required.
6. Proficiency with computers and MS Office software required.
7. Ability to advocate for AA&NHPI community health issues.
8. Experience in evaluation design and community collaboration desired.
9. Experience in reporting for federal government grants desired.
10. Two to four years' experience with evaluation with multiple community-based organizations strongly desired.
11. Ability to support and implement the mission and goals of AAPCHO.
12. Be able to work as a team member in a remote and fast paced program environment .

Send cover letter and resume to [evaluator\\_hiring@aapcho.org](mailto:evaluator_hiring@aapcho.org), Subject Line: EV 2018. Interviews will be granted according to the qualifications of the applicant.

AAPCHO is an equal opportunity employer and provides opportunities to all applicants without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.