



---

### Our Mission

Our mission is to leverage the power of food to end hunger and build healthier communities.

### Our Vision

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity.

Together, we work to create a more nourished, prosperous region.

### Our Values

Our core values define who we are and how we work with our communities. Foodlink & our team members have:

**Compassion** - treat all with dignity & respect; build kinship with those we serve

**Innovation** - say yes; avoid complacency risk failure in the pursuit of ending hunger

**Collaboration** - build a shared vision, create synergies, and maximize resources

**Agility** - respond urgently to the ever-changing needs of our community

**Stewardship** - maximize the impact of every dollar, donation and asset

---

## Job Title: Program Evaluation Specialist

**Department:** TBD

**Reports to:** TBD

**Job Level:** #7- Specialist

**Status:** Full-time, Salary, Exempt

### SUMMARY

Foodlink is a Rochester-based nonprofit dedicated to ending hunger and building healthier communities by addressing both the symptoms and root causes of food insecurity. With a diverse range of programs, the organization is working to enhance its data infrastructure to make better decisions and communicate the value of its programs. Working closely with team members and leadership from across the organization, the Program Evaluation Specialist will play a critical role in expanding this capacity, gaining experience in program evaluation, database management, community needs assessment and change management.

### ESSENTIAL DUTIES/RESPONSIBILITIES

#### Program Evaluation (75%)

- Coordinate and manage evaluation activities for programs across the organization
- Facilitate communication and planning of evaluation activities with program evaluation partners (e.g., establish activity and meeting dates, identify activity dependencies and sequencing).
- Maintain documentation related to program evaluation planning, tasks, and decisions; share materials across program evaluation, and research as needed.
- Develops tools and methods to conduct evaluation beyond surveys (i.e. environmental scans- like Tray Waste, voting and other methods that can get kids involved)
- Works with community members, stakeholders across sectors, and program staff to involve people that use our programs and services in designing and implementing evaluations and sharing evaluation results.
- Work with program evaluators to address technical (e.g., data collection technology) and adaptive (e.g., evaluation partner protocol development) issues.
- Work closely with program development personnel to prioritize project needs

- Support departments in developing theories of change, key performance metrics, standardize data collection process and data visualization
- Support Executive Office in developing tracking and reporting on strategic initiatives
- Conduct administrative activities, including scheduling project meetings, conference calls, and webinars.

#### Writing and Reporting (25%)

- Create visual data representation (e.g., charts and graphs) for program leaders and stakeholders.
- Creates reports and shares evaluation findings/recommendations with stakeholders
- In collaboration with program and evaluation colleagues, contribute to written products and reports.
- Supports evaluation planning for grant writing when applicable

#### MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field and three years of experience in the evaluation and/or analysis of health, human services or related programs and/or fields; OR an Associate's degree in a related field and five years of such experience; OR seven years of such experience.
- Experience conducting evaluations in community-based settings or for non-profit programs
- Experience developing and implementing evaluation plans for grants,
- Experience with survey design support. Able to create standardization for survey processes across departments
- Experience with qualitative methods, focus groups and interviews.
- Experience in data analysis using SAS, SPSS, R, Excel and/or other analytical and data management tools.
- Experience working with large population-based data sets.
- Experience with survey development.
- Experience in project management.

---

#### SALARY AND BENEFITS

This is a full time position paid on an hourly basis starting at \$23.44/hr, DOE. Foodlink covers 100% of individual health and dental insurance with the ability to acquire family coverage with pretax dollars. In addition to generous paid time off (PTO), we observe 14 paid holidays throughout the year. Opportunity to contribute to a 401k retirement savings plan upon hire. Eligible for generous employer match after 1 year of service.

---

#### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

#### Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. *The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.*

*Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.*