

<b>Job Title</b>	<b>Evaluation Manager</b>
<b>Employer/ Agency</b>	<b>The Council on Recovery</b>
<b>Job Description</b>	<p><b>Description of Position:</b></p> <p>The Evaluation Coordinator is responsible for ensuring that all Council programs are measuring and able to report outcomes. The Evaluation Coordinator also assists with grant development and report writing.</p> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Serves as a consultant, along with supervisor, to department directors, program managers and staff as they identify outcomes they want and need to measure</li> <li>• Facilitates the development of logic models as needed</li> <li>• Helps departments to develop outcomes processes</li> <li>• Coordinates and assists with data entry from surveys and interviews into SPSS, Excel, or Word</li> <li>• Conducts literature searches for proposals and publications</li> <li>• Researches and identifies instruments for outcomes measurement</li> <li>• Formats survey and data collection instruments</li> <li>• Configures databases for data entry</li> <li>• Analyzes outcome data and writes reports based on this data</li> <li>• Assists with grant and report writing</li> <li>• Assists with internal program audits</li> </ul>
<b>Qualifications</b>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree required; Master's degree preferred</li> <li>• Knowledge of grammar, spelling, and punctuation</li> <li>• Knowledge and experience using bivariate statistics (e.g. t-tests, ANOVA, chi-square).</li> <li>• Knowledge and experience performing basic analysis related to ascertaining percentages, ratios, and frequencies</li> <li>• Knowledge of syntax</li> <li>• Minimum – 2 years of job-related experience</li> <li>• Working knowledge of substance abuse prevention, intervention and treatment programs preferred</li> </ul> <p><b>Required Skills:</b></p> <ul style="list-style-type: none"> <li>• Proficient computer skills in SPSSx, Microsoft Word, Excel and Outlook</li> <li>• Demonstrated sensitivity and experience working with diverse ethnic backgrounds</li> <li>• Organizational, communication and time management skills</li> <li>• Ability to work independently and prioritize</li> <li>• Good decision making skills</li> </ul>

<b>Salary/Hours</b>	Part Time (15-20 hours per week) Daytime schedule Monday – Friday will be established but must permit flexibility during peak months, with periodic Thursday noon time required
<b>Employer/Agency</b>	The Council on Recovery
<b>Address</b>	P.O. Box 2768
<b>City, State, Zip</b>	Houston, TX 77252
<b>Contact Title</b>	Human Resources Coordinator
<b>Fax Number</b>	FAX: 713-400-0653
<b>Email Address</b>	HR@councilonrecovery.org
<b>Application Method</b>	Fax or E-Mail Resume and Cover Letter
<b>Opening Date</b>	Immediately

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