

<b>Job Title</b>	Evaluation Coordinator (Part-Time)
<b>Employer/ Agency</b>	The Council on Alcohol and Drugs Houston
<b>Job Description</b>	Maintains the agency outcome management plan. Coordinates activities of the agency outcomes management team. Serves as a consultant, along with supervisor, to department directors, program managers and staff to develop and manage outcomes. Facilitates the development of logic models as needed. Helps departments to develop outcomes processes. Coordinates and assists with data entry from surveys and interviews into SPSS, Excel, or Word Conducts literature searches for proposals and publications. Researches and identifies instruments for outcomes measurement. Formats survey and data collection instruments. Configures databases for data entry. Analyzes outcome data and writes reports based on this data. Assists with grant and report writing.
<b>Qualifications</b>	Bachelor's degree required; Master's degree preferred. Proficiency computer skills in SPSS, Microsoft Word, Excel and Outlook required. Knowledge of grammar, spelling, and punctuation. Knowledge/experience using bivariate statistics (e.g. t-tests, ANOVA, chi-square). Knowledge and experience performing basic analysis related to ascertaining percentages, ratios, and frequencies. Knowledge of syntax. Minimum – 2 years of job-related experience. Working knowledge of substance abuse prevention, intervention and treatment programs preferred. Demonstrated sensitivity and experience working with diverse ethnic backgrounds. Organizational, communication and time management skills. Ability to work independently and prioritize. Good decision making skills
<b>Salary/Hours</b>	DOE; 15-20 hours per week
<b>Address</b>	P.O. Box 2768
<b>City, State, Zip</b>	Houston, TX 77252
<b>Application Method</b>	Resume faxed 281-200-9341 or emailed HRDept@council-houston.org
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.