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Job Posting

Title: Grant Evaluator- Behavioral Health

Level of Effort: Full-time (40 hours)

Location: Austin, Texas (option for remote work from other locations)

Description of role: The Grant Evaluator position is responsible for designing and implementing evaluation activities for grant-funded behavioral health projects. Duties include, but are not limited to, the following:

- Design, implement, and maintain effective monitoring and evaluation systems for grant-funded projects (including databases and data collection instruments)
- Understand, implement, and conduct all evaluation work through the lens of best practices in behavioral health
- Design and coordinate the implementation of quantitative and qualitative data collection instruments and materials
- Conduct data monitoring and analysis
- Generate and submit written progress and performance reports, and ensure timely data and report submission as required by grant funders
- Lead meetings with grant stakeholders
- Support federal grant proposal development, including generating proposed evaluation plans
- Support other Clover duties and functions as assigned

Required Education / Experience:

- Master's degree in a relevant field is preferred; in lieu of Master's degree, candidate must have at least three years working in a relevant role
- Strong written and verbal communication
- Understanding of behavioral health systems
- Demonstrated skills in program evaluation design and implementation
- Demonstrated skills in data monitoring and analysis
- Demonstrated skills in program management; organizational and coordination/leadership skills
- Proficiency in Microsoft Office and adaptability in learning various software and web platforms

Clover Benefits: Clover offers a benefits package to employees which includes funding for professional development and health insurance, flexible remote working and time off policies, generous family and medical leave policies, and a company credit card for business and professional development expenses

About Clover: Clover Educational Consulting Group, Inc. is a 501c3 non-profit corporation based out of Mineola and Austin, Texas. The founders of Clover are doctoral-level licensed psychologists with specific expertise in research, administration, policy, program development, and education and training. Clover is governed by a Board of Directors and retains a network of consultants with expertise in topics related to training and healthcare. The Mission of Clover Educational Consulting Group, Inc. is to improve the mental health of the community through advances in policy, workforce and training.