

Title: Evaluation Consultant- Behavioral Health

Level of Effort: Full-time (40 hours)

Starting Salary: \$68,000-\$80,000

Location: Austin or Mineola, Texas (potential for remote position)

Description of role: The Evaluation Consultant position is responsible for collaborating with the Director of Research and Evaluation, and Senior Evaluation Consultants in designing and implementing monitoring and evaluation activities for grant-funded and community behavioral health projects. The Evaluation Consultant will have the opportunity to provide evaluation support to internal Clover initiatives as well as external projects with partners and clients in support of Clover's Mission. This position will report to the Director of Research and Evaluation.

Duties will include, but are not limited to, the following:

- Assist with designing, implementing, and maintaining effective monitoring and evaluation of grant-funded projects and community projects.
- Plan and manage project tasks and progress.
- Design and coordinate the implementation of quantitative and qualitative data collection instruments and materials.
- Create and manage project databases and codebooks.
- Conduct data monitoring, cleaning, and analysis.
- Generate and submit written progress reports, performance reports, and summative evaluation reports.
- Ensure timely data and report submission as required by grant funders and stakeholders.
- Lead meetings with stakeholders and provide monitoring and evaluation support (e.g., coaching, training), as needed.
- Understand, implement, and conduct all work through the lens of best practices in behavioral health program evaluation and CDC's Framework for Program Evaluation.
- Collaborate with and support team members in the completion of evaluation tasks.
- 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 a Bachelor's degree and at least three years working in a relevant role.
- Strong written and verbal communication.
- Ability to accurately and timely track details across multiple projects and various project types.
- Must demonstrate good judgment.
- Ability to anticipate problems and communicate regularly with administrative leads, Clover's President, Sr. Accountant, and the Leadership Team.
- Adaptability in learning new processes and platforms; strong motivation and ability to take initiative.
- Ability to identify, develop, and implement new processes.
- Demonstrated leadership and organizational skills.
- Demonstrated ability to collaborate, problem-solve, and think strategically.
- Must foster trust, accountability, and dependability among team members.
- Proficiency in Microsoft Office and adaptability in learning various software and web platforms.
- Experience with SurveyMonkey, Google Forms, Google Studio, and SPSS.

Clover Benefits: Clover offers a benefits package to employees which include health insurance, retirement, funding

1009 N Pacific Street
Mineola, Texas 75773
(512) 494-4556



for professional development, reimbursed travel expenses, flexible remote working and time off policies, and generous family and medical leave policies.

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.

To Apply

Send a Cover Letter and Resume to:

hire@clovered.org

1009 N Pacific Street
Mineola, Texas 75773
(512) 494-4556

Clovered.org

@CloverEdConsulting   