

Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: Programs Evaluator

Project Name: Rou Dalagurr: Food Sovereignty Lab & Traditional Ecological Knowledges Institute

Supervisor: Dr. Cutcha Risling Baldy

Position Overview:

The Programs Evaluator will be responsible for leading the grant and program evaluation for the final phase of the Food for Indigenous Futures project, focusing on the design, implementation, and reporting of program evaluations. This position will also provide general evaluation design support to colleagues across the Food Sovereignty Lab, integrating findings from various projects to support research and grant submissions, and contributing to the monitoring and reporting for grant management purposes.

- The position is a full-time position (40 hours per week) with benefits.
- The position requires flexibility for work location with at least 3 days per week at the Cal Poly Humboldt Campus and up to 2 days per week work from home.
- Starting salary depends on experience and qualifications but will generally range between \$30-\$36/hr.
- The position is currently funded thru October 31, 2025. Potential extension dependent on funding but not guaranteed.

Key Responsibilities:

1. Evaluation Design and Implementation:

- Lead the design and execution of program evaluations for the Food for Indigenous Futures project, ensuring methodologies are culturally appropriate and aligned with project goals.
- Develop and implement data collection strategies, including surveys, interviews, focus groups, and other evaluation tools.
- develop internal grant maintenance tools, including
 - Coordinate and manage data collection efforts across multiple sites and stakeholders, ensuring accurate and timely gathering of data.

2. Data Analysis and Reporting:

- Analyze collected data using qualitative and quantitative methods, interpreting results to assess program effectiveness and impact.
- Prepare detailed evaluation reports, including findings, conclusions, and recommendations for program improvement.
- Present evaluation results to stakeholders, including project leadership, staff, and funders, in clear, accessible formats.

3. Program Evaluation Support:

- Collaborate with Food Sovereignty Lab staff to provide consultation and support on the design of program evaluations for other ongoing or future projects.
- Assist in the development of logic models, evaluation frameworks, and other planning tools for effective program assessment.

4. Grant Monitoring and Research Integration:

- Support grant reporting and monitoring requirements, ensuring that evaluation activities align with funding expectations and deadlines.
- Contribute to the integration of evaluation results into research submissions, publications, and funding proposals.
- Track progress and outcomes of funded projects, maintaining clear and organized records for internal and external reporting purposes.

5. Community Partner Engagement:

- Engage with Indigenous communities and other community partners to ensure that evaluation methods are culturally sensitive and reflective of community values and needs.
- Facilitate feedback sessions and discussions to ensure that evaluation findings are shared with and used by community members and other stakeholders.

6. Grant maintenance:

- attend required grantor convening and meetings
- assist in development of grant tracking reports and feedback cycles

Qualifications:

- Advanced degree (Masters, PhD, EdD, or JD) in a relevant field (e.g., Public Health, Social Sciences, Indigenous Studies, Evaluation).
- Demonstrated experience in program evaluation, preferably within grant-funded or community-based projects.
- Strong understanding of Indigenous food sovereignty issues and culturally responsive evaluation methods.
- Proficiency in qualitative and quantitative data collection and analysis.
- Experience working with Indigenous populations and BIPOC communities and organizations.
- Excellent written and verbal communication skills, with experience preparing reports and presenting findings to diverse audiences.
- Strong organizational skills and the ability to manage multiple projects and deadlines.

Application Instructions: Please submit your resume and a cover letter discussing how you meet the requested qualifications, along with the ** [SPF Self-Identification Form for Job Applicants](#) by January 22, 2025 to Dr. Cutcha Risling Baldy via email (nasfsl@humboldt.edu). Incomplete applications will not be reviewed.

Application review date:

Submissions will be reviewed starting January 22, 2025. The position will remain open until filled.

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found [here](#).

SPF adheres to the policy of employment at will, which permits the employer or the employee to end the employment relationship at any time, for any reason, with or without cause or notice as permissible by law. No SPF representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Maintaining eligibility to work in the United States is a condition of employment. Cal Poly Humboldt Sponsored Programs Foundation does not sponsor visas for staff, management, or temporary positions.

For assistance with the application process, please submit an Accommodation Request Form, which can be [found here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://disability.humboldt.edu/>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position.