

Professional Services Contract for PROJECT EVALUATOR – Richmond Digital Health Literacy Project

Project Overview:

Under the Department of the Richmond Public Library, the Digital Health Literacy Project Evaluator will assist with the design and implementation of an evaluation methodology to measure the results of a unique project that brings together residents and collaborators around the topics of health education and digital literacy, provides a web-based digital health literacy training, and offers an incentive to those who complete the training (a laptop computer and free Internet service). The project evaluation will contribute to the relatively new field of digital health literacy by communicating the project model and outcomes to a wide audience. This is a two-year grant ending September 30, 2016. The project evaluation must be completed by December 29, 2016.

Position Overview:

- Integrates all activities of the Project into both formative and summative assessments, including field testing, recruitment, training, distribution of laptops, installation of wireless antennae, and collaboration with City agencies and community partners.
- Works collaboratively with Project staff and community partners to identify specific outcomes for participants and how these can be measured using both quantitative and qualitative methods.
- Regularly downloads and analyzes anonymous user data from the [Learner Web](#) platform, including the amount of time individuals spend online, the ease of use of the curriculum, changes participants plan to make as a result of what they have learned, and other impacts of participation.
- Conducts focus groups with project participants after completion of the curriculum and receipt of free laptop and wireless service to understand the effectiveness of the project activities in achieving proposed outcomes.
- Regularly communicates with project partners to understand and document the experiences of the diverse participants (clinic patients, public housing residents, construction skills trainees, and others) in ways that will enable the project to tailor interventions to best serve specific communities.
- Provides ongoing information to the Project Coordinator and Advisory Council to help improve program effectiveness.
- Prepares reports as needed for partners and funder, including a summary of conclusions about Project successes and lessons learned that will be shared with partners, others in the library field, and those interested in health promotion.
- Completes tasks within allocated evaluation budget, not to exceed \$15,000.

Minimum Required Qualifications:

- 5 years of experience evaluating community-based projects.
- Demonstrated experience evaluating Federal grants or other projects requiring attention to detail.
- Excellent oral and written communication skills.
- Successful experience working collaboratively with multiple agencies and institutional systems.
- Demonstrated ability to act judiciously under pressure and adhere to project protocols at all times.
- Training and experience with a variety of qualitative and quantitative evaluation methods.

- Ability and willingness to work independently in flexible environments with short timeline requirements.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse racial/ethnic, cultural, and educational backgrounds.
- Possession of a Bachelor of Arts/Science or related degree from a recognized college or university.
- Evidence of familiarity and competence with current technology, including smartphone applications, broadband internet, Windows 7 and 8, and Microsoft Office.
- Ability to regularly attend in-person meetings and evaluation actions in Richmond, CA.

Desired Qualifications:

- Background in health education and/or adult literacy; Bilingual in Spanish and English

To apply:

Send a cover letter, resume or CV, three references who can be contacted to verify past record of performance, and any relevant supplementary resources by email or mail to the addresses below. Examples of relevant supplementary resources include copies of evaluation reports applicant has authored and/or a list of recent evaluation projects and specialized experience relative to required services. Applications must be received by 5pm Monday, August 3rd, 2015.

By mail:

Literacy for Every Adult Program (LEAP)
Attn: Digital Health Literacy Project
440 Civic Center Plaza
Richmond, CA 94804

By email:

Send all documents as pdf to Ellen_Kersten@ci.richmond.ca.us with "Project Evaluator" in the subject line.

For more information:

View the Project website: <http://digitalhealthliteracy.weebly.com/>

Or Contact Ellen Kersten, Digital Health Literacy Project Coordinator, (510) 307-8002,
Ellen_Kersten@ci.richmond.ca.us