

SPECIAL ASSIGNMENT POSITION DESCRIPTION

USDA NEXTGEN Learning to Lead Grant Evaluator

DESCRIPTION OF PROJECT, WORK, AND/OR SERVICE REQUESTED: Evaluator will serve as the external evaluator for the USDA-funded grant, *Hartnell College Learning to Lead: Career Pathways Supporting US Leafy Green Production*. Formative and summative processes will be implemented to measure progress toward grant objectives and outcomes. The successful applicant will work with Hartnell project staff and faculty, as well as the project teams at the grant subawards: Imperial Valley College, CSU Monterey Bay, and University of Arizona- Yuma. Coordination with the NextGen Program evaluators will also be required.

REPORTS TO: Shannon Bliss, Director

SAMPLE DUTIES AND RESPONSIBILITIES:

- ◇ Review project design, objectives, and outcomes.
- ◇ Set baseline and benchmarks using program and performance data, at Hartnell and subaward institutions.
- ◇ Design data collection and evaluation tools to measure participant success.
- ◇ Work effectively with project staff at all 4 institutions and other agencies to complete deliverables.

DELIVERABLES EXPECTED

- ◇ Finalized evaluation plan.
- ◇ Collect and maintain qualitative and quantitative data.
- ◇ Conduct formative evaluation, resulting in annual reports.
- ◇ In year 5, conduct summative evaluation.

DESIRED QUALIFICATIONS AND KNOWLEDGE:

- ◇ At least 4 years of prior grant evaluation and/or grant management experience.
- ◇ Experience with evaluation processes and tools.
- ◇ An interest in pursuing this project for the 5 years of the grant.

TERMS OF APPOINTMENT

- ◇ The assignment 9/30/2023 – 8/30/2028, renewable annually based on satisfactory completion of deliverables.
- ◇ Time commitment is expected to be at least 70-80 hours per year.
- ◇ Compensation will be a stipend of \$5,000, paid in 2 parts each year- April and October.

APPLICATION PROCEDURES:

1. Submit a letter of interest, including detailed description of relevant experience and skills.
2. Submit to sbliss@hartnell.edu.
3. Deadline for submission is Tuesday, November 28 at 5 pm.