

(ASAP) Appalachian Sustainable Agriculture Project

Position: Evaluation and Program Assistant, Local Food Research Center

Supervisor: Associate Director

Classification: Full Time = 40 hours

Purpose: The Evaluation Assistant will provide evaluation and administrative support in executing the work of ASAP and assessing our program's impacts.

Duties may include, but are not limited to:

- Collecting, analyzing, and reporting on quantitative and qualitative data
 - Includes surveys, interviews, data entry, transcription, and summarizing findings for multiple audiences
- Database management
- Community engagement
- Assessing program impact and feasibility
- Conducting literature searches and reviews of current trends and best practices
- Developing content for media, presentations, and other educational resources
- Assisting with development of evaluation plans for grant applications and grant reports
- Providing administrative and program support as needed

Preferred knowledge, skills, & abilities

- Comfort working with spreadsheets and databases (Excel, Google Sheets, Salesforce)
- Comfort conducting interviews and engaging diverse community members
- Experience collecting, analyzing, and reporting on primary and secondary data
- Ability to research specific topics and provide summary reports
- Ability to manage many projects simultaneously and prioritize and organize tasks effectively
- Comfort working independently and collaboratively in an open office environment
- Ability to communicate effectively, both verbally and in writing; bilingual (English/Spanish) a plus

Required

- ASAP requires all staff to be fully vaccinated against COVID-19 and to follow office guidelines around masks, based on current recommendations
- Must be able to pass a background check

ASAP is currently a qualifying employer for the Public Student Loan Forgiveness (PSFL) Program

Compensation and Benefits

The salary is commensurate with an early-career position. Benefits include an employer match retirement plan, paid time off, paid sick time, and paid holidays. Specific benefits are outlined in the employment offer letter.

To Apply: Applications only accepted by email. Please do not call or come by the office.

Please email cover letter, resume, and three references to: jobs@asapconnections.org with the subject line: 2022 Evaluation Assistant. Please submit documents in PDF or Google Doc format.

Due to the volume of applications we receive, we are unable to respond to all applicants.

This position will remain open until filled.

ASAP is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, national or ethnic origin, disability, sexual orientation, gender identity, political beliefs, creed, marital status, genetic information, veteran status, or any other classification protected by applicable law.