



Program Planning Specialist

Department: Directors Team and Board

Reports To: Program Director

The Position: Works with the Program Director to implement, finance, and evaluate our programs. Will also work with the Program Planning Committee to develop strategies and evaluation tools to measure the success of our programs based off of our Theory of Change model.

Responsibilities:

- Review HIV Alliance's work on Theory of Change to date.
- Assist HIV Alliance Program Planning Committee in finalizing impact indicators.
- Assist HIV Alliance staff in developing data collection processes and tools to gather first year base-line data
- Provide ongoing advice on refining indicators and measuring approaches
- Draft an initial report on the HIV Alliance Theory of Change, it's intent and baseline findings
- Capacity building research and implementation
- Grant and funding research
- Other related tasks as identified

Qualifications:

- Ability to communicate well with staff and Committee Members
- Ability to work independently on projects with guidance from the Program Director
- Graduate level knowledge of the theory of change, program design, and program evaluation
- Team player who is self-motivated, energetic, and enthusiastic
- Ability to pass agency criminal background check
- Negative TB test
- Graduate PPPM student preferred, but not required

Time Commitment: 8+ Hours a week. Flexible schedule.

Benefits: Experience working in a nonprofit setting and with board of directors committees. Experience applying academic knowledge and theories in a real world setting. Experience in program design and evaluation.

For more information, contact: Byron Snapp, Volunteer Coordinator
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