



Job Opportunity Program Analyst [Evaluator]

Vacancy Number 2018-14

Closing Date Open until authorized

Location Appalachian Regional Commission
1666 Connecticut Avenue, NW
Washington, DC 20009

Grade NF-12/13

Agency Information

The Appalachian Regional Commission (ARC) is an economic development agency of the federal government and 13 state governments focusing on 420 counties across the Appalachian Region. ARC's mission is to innovate, partner, and invest to build community capacity and strengthen economic growth in Appalachia to help the Region achieve socioeconomic parity with the nation. www.arc.gov

Position Summary

This position evaluates the outcomes and effectiveness of ARC investments by performing ARC program evaluation work, including managing program evaluations by independent contractors, conducting verification of project performance data, assisting with development of the Performance Accountability Report (PAR), and providing training and technical assistance on program evaluation and performance measurement to a wide variety of stakeholders. This position reports to the Division Director.

Duties and Responsibilities

Program evaluation

- Manage program evaluations conducted by independent contractors; handle contractor selection including writing requests for proposals (RFPs) and statements of work (SOW), managing the selection panel, and selecting winner of RFPs
- Oversee program evaluation contracts, assisting independent contractors in gathering needed project data, implementing scope of work, and disseminating final results and recommendations as appropriate
- Utilize findings and recommendations from program evaluation reports to implement continuous improvement for staff and state and local stakeholders
- Conduct ad hoc internal program evaluations as needed
- Assist with specialized program monitoring and evaluation efforts, such as the POWER investment portfolio

Verification of project performance data

- Conduct verification of completed ARC project investments throughout the ARC region through on-site visits and phone interviews, and prepares site visit reports for each project. The purpose is to verify project-level performance outcomes and economic development impacts.
- Work with a team to develop and finalize project verification and present final results to ARC staff and state partners

Performance and Accountability Report (PAR)

- Perform quality control/data cleaning on ARC's grant management database (ARC.net) to ensure accuracy and validity of performance measures ARC project investments
- Support the preparation of the annual Performance Accountability Report, with particular attention to the performance section, in order to accurately present and document performance outcomes as guided by the ARC Strategic Plan; provide requested data, metrics, and information related to PAR content

Technical Assistance

- In coordination with ARC's Local Development District Program Manager, provide technical assistance and training via in-person presentations and webinars to internal and external stakeholders on program evaluations, performance measurement, and strategic planning on an as-needed basis to a wide audience including ARC staff, state/regional partners, and grantees

Other

- Compile performance and project investment data in response to ad hoc requests or inquiries from staff and outside entities
- Work closely with ARC state program managers and ARC staff on developing and verifying project-specific performance measures, providing guidance as needed
- Participate in the ARC.net working group as a division representative to continuously improve and update the data quality control.
- Perform other related duties as required or as assigned.

Knowledge, Skills, and Abilities

- Adaptability – ability to accept and apply changes to work processes, information, team; recovers quickly from setbacks and finds alternative ways to reach goals or targets; navigates change through positive communications and supportive actions
- Communicating – selects appropriate and effective way to communicate to audiences in diverse situations; listens actively and asks questions to understand other perspectives or confirm understanding; awareness of and responsive to verbal and non-verbal communication styles; provides status updates which reduce or eliminate the need for follow up from requestor
 - Writing - Recognizes and uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical information that is appropriate for the intended audience; produces written material that is timely, accurate, succinct and relevant to recipient's needs.
 - Communications skill sufficient to convey technical information to a variety of audiences, including those with no technical background
 - Communications skill sufficient to convey requirements and program features clearly and convincingly
- Collaboration - ability to interact and work effectively with others to accomplish goals despite differences, changes, roles or resources; treats others with respect, dignity, and professional courtesy; values the contributions of others through listening, sharing relevant information and considering new ideas; affirmatively shares lessons learned and relevant information.
- Critical Analysis – ability to identify, research, analyze, design, manage and communicate data and outcomes sufficiently to various audiences to accomplish work outcomes; develops, recommends, and/or implements innovative and effective approaches to solve problems.
- Accountability – makes best use of resources to accomplish work priorities; takes responsibility of balancing quality with deadlines; takes appropriate action(s) to fulfill commitments to others;

owns, acknowledges and corrects mistakes; immediately communicates updates and changes to others.

- Project Management – Application of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. Plan work priorities to accommodate shifts in program priorities.
- Planning, Organizing and Evaluating – organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.
- Knowledge and application of performance measures, evaluation design, data collection management, project monitoring, and analysis methodology.
- Knowledge and application of knowledge of evaluation methods, statistics, quantitative analysis.
- Skill in determining how to measure program aspects and outcomes.
- Contractor’s representative skills including ability to manage contractors and their scope of work, timelines, budgets, etc.
- Expert ability in database management, Excel and relevant software to analyze and evaluate programs/data.
- Ability to communicate program evaluation outcomes/results to agency leadership for action related to program enhancements and improvements.
- Strong attention to detail.
- Interview skills.
- Education or applied knowledge in community planning and/or economic development
- Knowledge of ARC programs, practices, and projects.
- Ability to travel (about 25%).

Additional Requirements

- U.S. Citizenship required
- Position requires successful completion and maintenance of background security review
- Position is located at ARC office located in Washington, DC
- Ability to travel 25%

Salary and Benefits

ARC offers a competitive benefits package which includes health insurance, retirement, paid time off, commuting subsidy, professional development, etc. This is not a federal position; however, if a federal employee is selected for this position and transfers without a break in service of more than three calendar days, he or she may be able to continue his or her retirement and life/health insurance benefits. ARC generally follows the General Schedule (GS) Salary Table of the Federal government. ARC’s grade NF-12/13 is equivalent to the federal grade GS-12/13.

How to apply

Apply online at: <https://appalachianregionalcommission.applytojob.com/apply/CbDQLvMb8X/Program-Evaluator>

For more information about ARC careers, please visit our web site:

<https://www.arc.gov/about/ARCJobOpportunities.asp>

ARC is an equal opportunity employer. Selection for this and any other position will be based solely on merit. ARC does not discriminate on the basis of race, color, religion, sex, national origin, politics, marital status, sexual orientation, physical or mental disability, age, membership or non-membership in an employee organization, or other factor prohibited by law. ARC will provide reasonable accommodation

to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact Allison Thiriez at 202.884.7712 or at athiriez@arc.gov