

Project Coordinator, Reporting and Evaluation

Organization Summary

The Gretchen Swanson Center for Nutrition is a non-profit research and evaluation organization focused on improving health and well-being by providing scientific expertise and partnership in the key public health areas of childhood obesity prevention, local food systems, and food insecurity. The Gretchen Swanson Center was founded in 1973 as the first center in the United States focused on addressing nutrition disparities through health-related research. The Gretchen Swanson Center currently operates with an adaptive approach that extends its reach both locally and nationally by providing research and evaluation services to communities, non-profits, academic and government institutions, and policy makers. For more information about the Gretchen Swanson Center, please visit www.centerfornutrition.org.

Job Summary

The person hired for this specific opening will serve as Project Coordinator, Reporting and Evaluation, for the Gus Schumacher Nutrition Incentive Program (GusNIP) National Training, Technical Assistance, Evaluation and Information Center (NTAE). The GusNIP NTAE Center is led by the Gretchen Swanson Center to support Nutrition Incentive (e.g., SNAP Incentives) and Produce Prescription Projects and is funded through a cooperative agreement with the United States Department of Agriculture, National Institute of Food and Agriculture. In partnership with Fair Food Network, the Gretchen Swanson Center assembled by the Nutrition Incentive Hub (www.nutritionincentivehub.org), a coalition of evaluators, researchers, practitioners, and grocery and farmers market experts from across the country dedicated to strengthening and uniting the best thinking in the field to increase access to affordable, healthy food for those who need it most. The Project Coordinator, Reporting and Evaluation, will specifically support the Reporting and Evaluation (R&E) team (comprised of GSCN staff and external consultants) in a variety of project activities, including workplan, timeline, and budget development and management; IRB management; triage and prioritization of action items for scientific staff; and reporting. This position will work closely with the Gretchen Swanson Center R&E team, external consultants, and other core partners. This position will also work closely with the Project Coordinator for Partnerships, Technology, and Communications, whose role is focused on program partnerships, marketing and communications, website and web portal management, and meeting/convening planning and implementation.

Job Duties and Responsibilities

1. Support project management efforts to help ensure that all activities related to reporting and evaluation are completed on time, within scope, and within budget.
2. Lead the creation of, monitoring of, and adherence to project timelines, milestones, and workplans related to R&E aspects of the project.
3. Develop and manage annual Reporting and Evaluation team objectives, and associated timeline and budget.
4. Create and maintain project files in an organized fashion accessible to team members.
5. Schedule and organize team meetings, develop agendas, document notes, and help oversee action items.
6. Triage and prioritize tasks that require scientific support (e.g., maintaining dynamic task list, assigning scientists to ad-hoc meetings, circulating documents for review to the appropriate team members among R&E team).
7. Represent the R&E team in larger partner calls, All Hands meetings, communities of practice, and other meetings as relevant.
8. Manage project's Institutional Review Board (IRB) protocol (e.g., submitting amendments, liaising with UNMC IRB, collecting and storing relevant documents).
9. Serve on the GusNIP NTAE Center evaluation working group (among other working groups, as needed or relevant), develop agendas, and manage notes.
10. Work in tandem with the Project Coordinator – Partnerships, Technology and Communications, to keep Project Director and Associate Project Director updated on relevant project news, needs, challenges and opportunities.

The Gretchen Swanson Center for Nutrition is an equal opportunity employer committed to diversity and inclusion.

11. Proofread and copy edit a variety of external-facing reporting and evaluation-related resources; work with Reporting and Evaluation team members and partners to keep resources updated, and with marketing and communications team members to disseminate resources on the website or through other avenues.
12. Lead development of annual progress reports (with regard to reporting and evaluation) to USDA and Congress (e.g., develop outline, draft and assign sections, manage formatting and team review).
13. Support the development of deliverables, reports, presentations, and manuscripts, as needed.

Preferred Qualifications

- Bachelor's or Master's degree with emphasis in public administration, nonprofit management, project management or a related field.
- At least three to five years of experience in a project coordinator, project manager, or project specialist role.
- Experience working on a large-scale health or nutrition-related program or project.
- Experience planning and implementing in-person and virtual meetings and convenings.
- Strong written and verbal communication skills; skilled at proofreading and editing.
- High level of attention to detail.
- Strong analytic, problem solving, and decision-making capabilities.
- Strong organizational, planning, and time management skills.
- Ability to multi-task and prioritize to meet deadlines.
- Ability to work in a fast-paced team environment.
- Ability to work effectively with remote team members.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook) and virtual meeting platforms (e.g., Zoom).

Salary

Commensurate with experience. Competitive benefits package provided.

Job Type

This is a full-time position based in Omaha, Nebraska. A remote position will be considered. Funding for this work is secured for three years.

Travel

When it is safe to travel, this position may include local and national travel for conference or convening attendance and/or implementation, and other GusNIP-related meetings and activities.

How to Apply

To apply, please send a statement of interest and resume/CV to Dina Nugent, PhD, Research Scientist at the Gretchen Swanson Center for Nutrition, at dnugent@centerfornutrition.org. Applications will be reviewed on a rolling basis.