

Partners In Health (PIH)

Position: Evaluation and Impact Writer
Reports to: Vice President, Institutional Partnerships

Summary:

Partners In Health (PIH) is a non-profit corporation based in Boston, Massachusetts, whose mission is to provide a preferential option for the poor in health care. Through service delivery, training, research, and advocacy, PIH works globally to bring the benefits of modern science to those in most in need, and to serve as an antidote to despair. PIH works in partnership with Harvard Medical School, Harvard School of Public Health, and the Brigham and Women's Hospital in Boston, and currently has programs in Haiti, Peru, Guatemala, Mexico, Russia, Rwanda, Lesotho, Malawi, and Boston.

The Evaluation and Impact Writer is a very strong writer with background and demonstrable experience in monitoring and evaluation, program analysis, and/or operations/implementation research, who will improve PIH's ability to extract and synthesize program results, outcomes and impact from the field in a timely manner. S/he will work closely with the Monitoring and Evaluation (M & E) team and will serve as part of a core writing team to support the dissemination of results and impact in donor proposals and reports and for communications and advocacy purposes.

Major responsibilities:

Program Reporting and Evaluation Writing

- Work with programs, development, and M & E staff as funding proposals are developed to ensure that effective and realistic monitoring and evaluation plans are included in project proposals; assist in the development of appropriate, clearly defined and manageable set of indicators across similar projects.
- Work closely with M & E and program staff to collect and analyze data on program indicators and synthesize results of specific projects for internal and external audiences.
- Develop project reports and document project progress for donor reporting, communications, and advocacy purposes, including but not limited to data analysis and synthesis and developing charts/tables.
- Work with the M & E team to develop cross-site summaries and white papers on key aspects of PIH's work, including our approach to monitoring and evaluation as well as programmatic outcomes, that can be used for development, communications, and advocacy purposes.
- Stay abreast of the work of research conducted at PIH sites by our partners and colleagues at Harvard Medical School, Harvard School of Public Health, and the Brigham and Women's Hospital; help ensure that appropriate data from research projects is made available to PIH for development, communications, and advocacy purposes.
- Stay abreast of the public health literature on the topics and issues addressed by Partners In Health, and ensure that key research articles and other literature is disseminated within PIH.
- Serve as integral member of an organization-wide core writing team, providing other writing assistance as needed for proposals and reports to foundations, corporate donors, and public sector funding agencies.

Qualifications:

- Master's degree in public health or a related field strongly desired.
- Five years of related experience in monitoring and evaluation or program management.

- Experience with data collection, analysis, and management and quantitative research methods.
- Excellent written and oral communication skills and ability to convey complex information to diverse audiences.
- Must be highly organized and detail-oriented.
- Able to work well as part of a team across multiple departments, institutions, and geographies.
- Ability to work independently and to take initiative in identifying areas of need.
- Commitment to social justice.