

DNPA Food is Medicine Data Manager

Job Description:

This full-time contractor position is responsible for organizing and providing data management support to the Indiana Department of Health, Division of Nutrition and Physical Activity (IDOH, DNPA), to support the framework and programmatic evaluation of Food is Medicine. Additionally, this position will support data collection, analysis, and dissemination for the three (3) pillars of the Indiana Nutrition Incentive Network (ININ):

- 1) Double Up Indiana (SNAP-Matching) – the incumbent will be responsible for the following:
 - a. Design and oversee program evaluations.
 - b. Develop result summaries and reports.
 - c. Present results to staff, partner agencies, funding partners, and the public.
- 2) Produce Rx – the incumbent will be responsible for the following:
 - a. Design and oversee program evaluations.
 - b. Develop results summaries and reports.
 - c. Present results to staff, partner agencies, funding partners, and the public.
- 3) Local Food Access – the incumbent will be responsible for the following:
 - a. Responsible for the Community Health and Nutrition Mini Grant Program Evaluation.
 - b. Stay up to date on health disparity measurements and reports.

Position Responsibilities:

- Prioritizing projects and tasks to best address the divisions needs and fulfill the agency's mission.
- Identifying needs for data, communicating with external agencies to secure data, developing and implementing data collection protocols, managing datasets, and providing data quality assurance.
- Designing, conducting, and interpreting statistical analysis.
- Designing program evaluations, creating evaluation sections for grant proposals, and conducting and supervising program evaluations.
- Innovation in creation of evaluation supports including data points to be collected, platforms to use, and streamlining evaluation efforts.
- Preparing and delivering reports, visuals, and presentations on health issues and statistics for professional and lay audiences.
- Collaborating with IDOH staff and other organizations to assure the success of programs and projects.
- Identifying needs for information to inform health related decisions.
- Creating and supporting systems that make epidemiologic and other data-based information available.
- Serve as the data expert on Food is Medicine Interventions for the IDOH, DNPA.
- Work closely with the Food is Medicine Director, Nutrition Incentive Manager, and SNAP-Ed team.
- Represent the IDOH, DNPA on related internal and external committees and advisory groups at the local and state level to promote and expert matter in Food is Medicine evaluation.
- Assist to carry out grant deliverables and requirements for data reporting and collection.
- Assist in tracking leveraged funding sources.
- Assist in grant proposals such as providing data for evaluation sections and preparing Data Management and Evaluation Plans.
- Attend and participate in national meetings and conferences as needed.

- Travel to service locations as assigned.

Job Requirements:

Education/Licensure/Certifications/Experience:

- A master's degree in public health or related discipline. Concentration in Epidemiology preferred.
- Experience with computerized data analysis and data management.

Knowledge and Skills:

- Experience analyzing health data and understanding of coding languages, preferred.
- Demonstrate, at a minimum, a basic understanding of data analysis software and ideally already be proficient in them (e.g., SAS and R).
- Experience working on Food is Medicine interventions, preferred.
- Understanding of local, regional, and state food systems, preferred.
- Experience and/or knowledge of federal nutrition assistance programs (SNAP, WIC).
- Familiarity with Microsoft Office software (Word, Excel, PowerPoint).
- Ability to establish and maintain effective working relationships with agency staff and various key stakeholders.
- Detail-oriented and self-motivated.
- Considerable competency in working with, understanding, and interpreting data.

Relevant Information:

- This position will start as fully remote (Indiana only), with potential of transition to hybrid (2 days remote; 3 days office).
- Laptop and reimbursement for job-related travel provided.
- This is a contract position with a starting salary of \$73,000. Benefits are available through employment services provider (CAI).

Resume and cover letter can be sent to Michelle Shippy – mshippy@health.in.gov