



Job Title: Monitoring, Learning and Evaluation Manager
Reports To: Director of Measurement, Learning, and Evaluation
Location: Jackson, MS (CST) Remote from any U.S. location
Job Status: Full-Time, Exempt
Compensation: \$72,737.50 Annually
Start Date: January 1, 2024

About Converge

Converge seeks to expand access to quality, person-centered family planning throughout Mississippi and the South. As the state's Title X grantee, we support the provision of quality family planning care by providing funding, oversight, and technical assistance to a network of Title X clinics across the state. We also deliver training and technical assistance to providers and conduct policy, advocacy, and research activities that promote increased access to quality care. For more information, please visit <http://www.convergeaccess.org>

Converge is an equal opportunity employer. Converge prohibits discrimination against employees, applicants, and other covered individuals with regard to hiring, assignment, training, promotion, discipline, compensation, and other terms and conditions of employment because of race, color, creed, ethnicity, religion, national origin or ancestry, political affiliation, age, sexual orientation, marital status, sex (including pregnancy), gender (including gender identity), disability, genetic information, veteran status or service in the uniformed forces, or any other characteristic protected under applicable federal, state, or local law.

Job Summary

The Monitoring, Learning and Evaluation Manager (MLE Manager) is located within the Measurement, Learning and Evaluation (MLE) department of Converge. This position is intended to support the activities of the MLE Director and work alongside the Training Manager. Job duties will be a 50/50 blend of monitoring and evaluation needs and supporting training efforts.

Responsibilities

Monitoring and Evaluation

- Manage monthly Family Planning Annual Report (FPAR) accountability reports for Title X sub-recipients.
 - Check Ahlers database for data uploading from sub-recipients



- Review and address error reports from third party data system, Ahlers Software
- Update tracking system monthly with FPAR data
- Communicate with sub-recipients any missing data or errors in data submissions
- Prepare regular quarterly FPAR report for internal review.
- Support MLE Director with technical assistance for data submission of sub-recipients as needed
- Prepare evaluation reports for other ongoing research projects
- Support MLE Director with manuscript and research dissemination efforts

Learning (Training)

Support the Training Manager in the following activities:

- Recruiting, training, and supervising contract trainers to provide Converge Connect trainings.
- Coordinate with communication and content experts to ensure Converge trainings are up to date and available.
- Identify external content-expert consultants to develop additional trainings.
- Complete continuing education credit applications and develop reports as necessary
- Attend relevant conference and community events to promote Converge Connect
- Become an expert in Moodle LMS
- Upload, create and manage content in Moodle LMS
- Monitoring of mandatory training completion for Converge Staff and Title X sub-recipients

Competencies

- Demonstrated technical expertise with relevant online management systems
- Understanding of relevant and key areas of healthcare education and training
- Understanding of relevant programmatic and health-related evaluation strategies
- Excellent and demonstrated data management and organization skills
- Excellent consumer-facing communication skills
- Experience working with community members in a collaborative capacity
- Ability to problem solve and troubleshoot independently
- Openness and flexibility, particularly regarding open-ended tasks
- Initiative to take on new and appropriate opportunities
- Ability to work across teams and programs within Converge
- Curiosity, humility, and open to new ideas
- Interpersonal and collaboration skills
- Excellent verbal and written communication skills



- Excellent attention to detail
- Strong organizational skills
- Ability to work independently and manage multiple projects and deadlines
- Credibility and integrity

Qualifications

Bachelor's degree in public health or related field (public administration, social sciences, etc.) and 2 years of demonstrated, relevant experience OR a total of 6 years of demonstrated, relevant experience in substitution of a bachelor's degree.

Benefits

Converge utilizes flexible working schedules, including hybrid and remote options. We offer excellent benefits such as:

- Health insurance coverage through Blue Cross Blue Shield of Mississippi, dental insurance through Delta Dental, vision insurance through Eye Med, life insurance and short-term disability insurance through Aflac.
- Insurance premiums for employees and dependents are covered 100% by Converge
- Vanguard SIMPLE IRA plan with a 3% match from Converge
- Acceptance of mandatory COVID and flu vaccine policy as outlined in the Employee Manual
- Paid vacation (19 days) and sick (10 days) leave per Employee Manual, with additional days based on length of time at Converge
- Paid Parental Leave

How to Apply

To apply, please send a resume and cover letter to jobs@convergems.org