

Opportunity Title: CDC Public Health Program Evaluation Trainee

Opportunity Reference Code: CDC-NCBDDD-2024-0147

Organization Centers for Disease Control and Prevention (CDC)

Reference Code CDC-NCBDDD-2024-0147

How to Apply *To submit your application, scroll to the bottom of this opportunity and click **APPLY**.*

A complete application consists of:

- An application
- Transcripts – [Click here for detailed information about acceptable transcripts](#)
- A current resume/CV, including academic history, employment history, relevant experiences, and publication list
- One educational or professional recommendation. Your application will be considered incomplete and will not be reviewed until one recommendation is submitted.

All documents must be in English or include an official English translation.

Connect with ORISE...on the GO! Download the new ORISE GO mobile app in the [Apple App Store](#) or [Google Play Store](#) to help you stay engaged, connected, and informed during your ORISE experience and beyond!

Description *Applications will be reviewed on a rolling-basis.

CDC Office and Location: A research opportunity is available in the Centers for Disease Control and Prevention (CDC) located in Atlanta, Georgia.

The Centers for Disease Control and Prevention (CDC) is one of the major operation components of the Department of Health and Human Services. CDC works to protect America from health, safety and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same.

Research Project: Through collaboration with CDC's Learn the Signs. Act Early. team (www.cdc.gov/ActEarly) and guidance from a CDC mentor, the participant will contribute to a variety of program evaluation activities to support CDC's Learn the Signs. Act Early program.

Learning Objectives: The Fellow will have the unique opportunity to gain hands-on experience managing monthly and quarterly routine data management, and evaluating activities of a preeminent public health program that provides health education materials and resources such as the Milestone Tracker app and supports public health leaders via their Act Early Ambassador program from across the nation. The fellow will learn:

- Program evaluation best practices
- How to manage routine program data in Microsoft Excel and Adobe Analytics including monthly and quarterly data entry and reporting
- How to clean and analyze data sets for routine and special reporting



Opportunity Title: CDC Public Health Program Evaluation Trainee

Opportunity Reference Code: CDC-NCBDDD-2024-0147

- How to create dashboards in Power.BI and/or other data visualization software
- How to evaluate projects and communicate their reach and impact, including the Act Early Ambassador program via mid-year and annual reports
- How to create and maintain survey tools and analyze survey data to demonstrate program reach, outcomes, and impact

Mentor(s): The mentor for this opportunity is Samantha Budzyn (oqi0@cdc.gov). If you have questions about the nature of the research, please contact the mentor(s).

Anticipated Appointment Start Date: August 2024. Start date is flexible and will depend on a variety of factors.

Appointment Length: The appointment will initially be for one year but may be renewed upon recommendation of CDC and is contingent on the availability of funds.

Level of Participation: The appointment is full time.

Participant Stipend: Stipend rates may vary based on numerous factors, including opportunity, location, education, and experience. If you are interviewed, you can inquire about the exact stipend rate at that time and if selected, your appointment offer will include the monthly stipend rate.

Citizenship Requirements: This opportunity is available to U.S. citizens only.

ORISE Information: This program, administered by ORAU through its contract with the U.S. Department of Energy (DOE) to manage the Oak Ridge Institute for Science and Education (ORISE), was established through an interagency agreement between DOE and CDC. Participants do not become employees of CDC, DOE or the program administrator, and there are no employment-related benefits. Proof of health insurance is required for participation in this program. Health insurance can be obtained through ORISE.

The successful applicant(s) will be required to comply with Environmental, Safety and Health (ES&H) requirements of the hosting facility, including but not limited to, COVID-19 requirements (e.g. facial covering, physical distancing, testing, vaccination).

Questions: Please visit our [Program Website](#). After reading, if you have additional questions about the application process, please email ORISE.CDC.NCBDDD@orau.org and include the reference code for this opportunity.




Qualifications The qualified candidate should have received a master's degree in one of the relevant fields. Degree must have been received within the past five years.

Preferred Skills:

Opportunity Title: CDC Public Health Program Evaluation Trainee

Opportunity Reference Code: CDC-NCBDDD-2024-0147

- Keen attention to detail
- Excellent time and task management skills
- Clear communication skills
- Self-starter; takes initiative to address issues and make improvements
- Creative thinking
- Experience with Microsoft Office Suite including MS Teams, MS Outlook, and Adobe
- Experience with mixed methods data analysis and presentation of results using Microsoft PowerPoint and formal report writing
- Experience with data analysis software's including Microsoft Excel, Power BI, R, Adobe Analytics
- Program evaluation experience including evaluation plan creation, logic model development and survey development

- Eligibility Requirements**
- **Citizenship:** U.S. Citizen Only
 - **Degree:** Master's Degree received within the last 60 month(s).
 - **Discipline(s):**
 - **Communications and Graphics Design** ([1](#) )
 - **Life Health and Medical Sciences** ([1](#) )
 - **Mathematics and Statistics** ([1](#) )

Affirmation I certify that I have not previously been employed by CDC or by a contractor working directly for CDC. I understand that CDC does not permit individuals with a prior employment relationship with CDC or its contractors to participate as trainees in the ORISE program. (Exceptions may be granted for individuals who, since the previous CDC employment, have obtained a new STEM degree which necessitates training in a new field.)