Project Manager - Dr. Ryan Brunton, PhD
Responsibilities:
- Provide executive oversight of the day-to-day tasks related to grant evaluation
- Ensure project deliverables meet quality standards, timeline requirements, and budget constraints
- Supervise evaluation team members in day-to-day project execution
- Monitor project progress against established milestones and performance indicators
- Review and approve all evaluation deliverables before submission
- Participate in monthly program management meetings with county staff and stakeholders during project launch
- Provide guidance on evaluation methodology and approach
- Ensure adherence to professional evaluation standards and ethical guidelines

Project Lead - Sally Lee, MPH
Responsibilities:
- Lead day-to-day implementation of all evaluation activities
- Serve as primary point of contact with Pinellas County Human Services staff and other project stakeholder and partners
- Coordinate and manage relationships with all project stakeholders and partners
- Lead development and execution of evaluation plans aligned with SAMHSA requirements
- Oversee collection, compilation, and analysis of data from multiple systems for evaluation needs
- Lead preparation of evaluation summaries and quarterly performance reports, including progress on performance measures and evaluation results
- Participate in monthly program management meetings and other ad-hoc project meetings as needed
- Manage evaluation timeline and ensure deliverable completion within established deadlines
- Lead preparation and delivery of presentations for staff and partners to share evaluation findings

Research Assistant - Yerin Ko, EdM
Responsibilities:
- Support design and conceptualization of evaluation methodology and data collection approaches
- Support development of evaluation data collection tools
- Conduct statistical analysis of evaluation data using appropriate methodological approaches
- Support collection, compilation, and cleaning of data from multiple systems and sources
- Create data visualizations and graphics for evaluation reports and presentations
- Support development of all evaluation reports, including formatting, data presentation, and technical writing