apex the evolution of evaluation

WE'RE HIRING

Technical and Evaluation Support Specialist

Imagine evaluation that makes a difference.
Imagine evaluation that inspires.
Imagine evaluation that leads to thriving.

We believe it's possible by focusing on meaningful and practical data, integrating data collection into everyday practice, and making data available in real time to multiple stakeholders. That's evaluation that works. It's a different way of thinking about evaluation. It's why we call it the evolution of evaluation.

We work with a wide range of programs and projects that mainly address barriers to academic, economic, and social success for youth and families. Our primary area of growth has been in programs related to health and social services, including school-based health, youth development programs, and community-based mental and behavioral health. We work with state-level agencies, schools, universities, and community-based organizations.

Competencies and Duties

This position requires someone with a friendly, outgoing personality who will represent Apex well and develop lasting relationships with our clients. You will be helping deploy various data systems to our clients, including an iPad application and an online database system. You will also be part of a diverse team. We are looking for someone who possesses self-motivation, personal accountability, and effective task management. The skills required to provide the exceptional level of service our clients expect include:

- Proficiency with various web-based and mobile technologies
- Ability to communicate effectively in person, on the phone, via webinar, and by email
- Patience and capability to teach someone how to use a new technology
- High attention to detail
- Data monitoring and entry
- Strong desire to learn and adapt
- Ability to work independently and as part of a team
- Proficiency in Microsoft Excel and Word

Specific tasks include, but are not limited to:
- Creating electronic surveys for our mobile app
- Performing quality assurance tests on applications
- Set up iPads and other necessary tools for data collection by our clients

- Supporting clients using multiple data systems, including technical assistance and training as needed
- Making sure clients are compliant with data collection
- Supporting Apex evaluators in day to day activities

Core Values

Our core values shape our approach to both colleagues and clients. These include seeking and balancing multiple perspectives, continuous improvement, and open communication. Apex employees are expected to practice kindness and optimism; curious intelligence; work ethic; empathy; self-awareness; and integrity. Systems Thinking is a part of our culture, and approaches problems using distinctions, systems, relationships, and perspectives. This method of thinking is central to the way we approach the work of Apex. Knowledge of Systems Thinking is not a pre-requisite for hire, and employees will receive ongoing training in this method of problem solving.

Education

Some college coursework or post-high school training is required. Special consideration will be given to candidates with experience in data management, analysis, management information systems, or similar concentrations. Apex is looking for someone who is tech savvy and able to adapt to new technological systems.

Compensation & Benefits

- Starting hourly wage is $17.00 per hour and is commensurate with education and experience
- Vacation and holiday pay
- Other benefit, including retirement plan and employer-sponsored health insurance, will be dependent on employee eligibility

Type of Employment

30-40 hours with potential for extension based on performance and funding. Based in Albuquerque, New Mexico.

Contact Us

Email your résumé and a letter of interest to careers@apexeval.org by March 20 for best consideration.

Find us online at apexeval.org.