

WE'RE HIRING

Research Associate / Evaluator

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 passion for program evaluation as well as training and experience in evaluation planning, data collection, data management and analysis, reporting, and facilitating client relationships and learning. Depending on a candidate's level of training and experience, this position could be entry-level (Research Associate) or more advanced (Evaluator).

- Strong communication skills with internal and external stakeholders
- Ability to manage time to successfully address both urgent and non-urgent but important tasks
- Strong desire to learn and adapt
- Ability to work independently and as part of a collaborative team
- Knowledge of program evaluation approaches and research methods
- Experience collecting, analyzing, and reporting quantitative and/or qualitative data
- Advanced knowledge of Microsoft Excel including pivot tables, formulas, graphs, etc.
- Experience with SPSS, R, or other statistical software
- Experience with data visualization tools such as Tableau, R, Microsoft BI
- High level of comfort learning and using technology to manage time and projects
- Knowledge of HIPAA, FERPA, and human subjects research

Specific tasks include, but are not limited to:

- Create or refine evaluation plans, logic models, and theories of change.
- Design or adapt data collection instruments such as surveys, interview or focus group protocols, observation forms.
- Identify and use secondary data sources (including but not limited to electronic medical record data).
- Monitor data collection for completeness and quality.
- Use statistical software to clean, recode, merge, and transform datasets. Perform basic descriptive and inferential statistics.
- Organize and code qualitative data, and identify themes and patterns in the data.
- Design and implement data quality assurance procedures.
- Create graphs, tables, and other figures for evaluation reports using best practices in data visualization techniques.
- Contribute to writing evaluation reports and project proposals.

A candidate may have more in-depth knowledge and experience in specific content areas or evaluation methods.

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, which approaches problems using distinctions, systems, relationships, and perspectives. This method of thinking is central to the way we approach our work at 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

A Bachelor's degree is required for Research Associate; a Master's degree is required for Evaluator. An equivalent combination of education and experience will be considered.

Compensation & Benefits

- Hourly wage is commensurate with education and experience
- Vacation and holiday pay
- Other benefits including retirement plan and employer-sponsored health insurance will be dependent on employee eligibility

Type of Employment

Full time, regular employment (40 hours per week) based in Albuquerque, New Mexico.

Contact Us

Email your résumé and a letter of interest to careers@apexeval.org by August 1 for best consideration.

Find us online at apexeval.org.