

WE'RE HIRING

Evaluator or Senior Evaluator

Apex has served the public and nonprofit sectors for over two decades, providing program planning, evaluation, facilitation, and technical assistance for a wide range of organizations and initiatives working toward academic, health, social, and economic equity and justice.

Fundamentally, our clients strive to change systems, policies, conditions, and behaviors at the individual, community, organizational, and governmental levels. Our approach reflects a belief that evaluation and data can lead to more effective development and implementation of programs and initiatives, which, in turn, leads to thriving. Thriving programs. Thriving organizations. Thriving communities and people.

Our vision is simple and ambitious: Evaluation that works. We envision a world where evaluation is participatory, authentic, and meaningful. Our vision is a response to the myriad ways in which evaluation and data have not worked well for organizations addressing complex issues or the people and communities most affected by their work.

Core Values

Identifying what we stand for is a prerequisite to describing how we work. Six core values ground Apex and the individuals who comprise it. We aim to incorporate these into all aspects of our work.

- Learning** We learn and build knowledge by identifying and testing our assumptions. Learning implies action; it is not a purely academic exercise.
- Collaboration** We are mindful of the limitations of our perspectives and make space and time for the views of those within and outside the organization. Knowledge is built, not delivered. This requires working together.
- Excellence** We set high quality and accuracy standards for our work, from data collection to interpretation of project findings. Our work speaks for us and embodies the values we hold.
- Equity** Equity means understanding how contexts, histories, and structures in society affect our clients and, therefore, our work as evaluators. We strive to address these barriers in all aspects of our work.
- Innovation** Unconstrained by a single methodology, we leverage the full creative capacity of our team and technologies. We are not dogmatic about any particular theory or method.
- Leadership** We aim to help lead the evaluation field to a more equitable future by demonstrating the thoughtful implementation of methodology and technology in our work.

Competencies and Duties

Apex seeks an active learner and self-starter willing to ask bold questions and challenge conventional approaches. We promote and practice equitable evaluation and seek team members who will help move these efforts forward. A master's degree is required for either position, while a doctoral degree is required for the senior evaluator role. The candidate's training and experience will determine the level of this position.

Additionally, the following skills and qualifications are required:

- Strong communication skills with internal and external stakeholders
- 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 qualitative data
- Experience with statistical software, including Excel, SPSS, or Stata
- Experience with data visualization tools such as Tableau, R, or Microsoft BI
- Comfortable learning and using new technology

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, and 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, identifying 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.

While we prefer candidates with content knowledge related to health or education (the focus of most of Apex's projects), applicants with expertise outside of these content areas will be considered. We welcome qualified applicants, regardless of their current locations.

This position is based in Albuquerque, New Mexico, and eventual residency is expected. Relocation timelines for out-of-state applicants will be determined on an individual basis.

Compensation & Benefits

- Salary begins at \$55,000 per year for the evaluator position and \$85,000 per year for the senior evaluator position. Both roles hold advancement potential based upon individual contribution, revenue generation, and overall company growth.
- Four weeks of paid vacation and eight paid holidays are included annually.
- Retirement plan and employer-sponsored health insurance are offered.

Contact Us

Email your résumé and a letter of interest to careers@apexeval.org by October 1, 2020 for best consideration. Learn more about Apex at apexeval.org.