



Evaluator/Senior Evaluator

ABOUT APEX

Apex has been serving 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, racial, social, and economic equity.

Our vision at Apex is simple and ambitious: Evaluation that works. It's a response to the myriad ways in which traditional evaluation has not served the needs of programs and organizations addressing complex issues or the people and communities most affected by their work. It is an evolving vision that mirrors the nature of the work: developmental, iterative, and emergent. Apex believes evaluation works best when it is in service of equity.

We pursue our vision with a mission of learning, rooted in systems thinking and equitable evaluation. There are many definitions of equitable evaluation, but our take is simply that *equitable evaluation is being mindful of the role perspective plays in learning*. Apex incorporates methods that allow for emergent learning using a systems thinking protocol to build, share, test, and evolve mental models in the real world. Mental models are our ideas, hypotheses, and theories of change. We maintain an awareness that evaluation is itself a perspective and must include and account for the diversity of voices involved in or affected by the mental model being evaluated. We take a very broad view of data, incorporating story as credible evidence. We recognize that research, evaluation, and programming efforts often reproduce inequity and that diverse perspectives are often not at the table. Through this lens, Apex strives to advance equity by developing goals, objectives, and evaluation questions that promote inclusion, diversity, and power-sharing across varied backgrounds, experiences, and perspectives.

Equitable evaluation is important in this era of rapid change where there is a premium on accelerated learning and an expectation that evaluation will contribute to building knowledge and promote decision-making based on data. Such learning requires slower, more deliberate thinking. Our clients are changing systems, policies, conditions, and behaviors at the individual, community, organizational, and governmental levels. We believe our model of learning makes evaluation work by:

- Promoting and facilitating the type of thinking needed to initiate and inform innovation and systemic change;

- Stimulating and guiding continuous improvement based on data to bring about meaningful and lasting change; and
- Identifying and addressing biases and misuse of data.

Learning and equity – along with collaboration, excellence, innovation, and leadership – are core values that ground Apex and the individuals who comprise it. Ultimately, we believe evaluation can make a difference and lead to thriving. Thriving programs. Thriving organizations. Thriving communities and people. Learn more at www.apexeval.org.

POSITION DESCRIPTION

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, and a doctoral degree is preferred 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.

CORE VALUES

Our core values shape our approach to both colleagues and clients. These values 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 prerequisite for hire, and employees will receive ongoing training in this method of problem solving.

COMPENSATION & BENEFITS

- Salary begins at \$60,000 per year for the Evaluator position and ranges up to \$105,000 per year for the Sr. Evaluator position, based on education and experience. Apex offers advancement and incentives 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 health insurance are offered, including a percentage of employer contribution.

LOCATION

Apex Evaluation is based in Albuquerque, NM. Apex offers remote and hybrid work models.

CONTACT US

Email your résumé and a letter of interest to careers@apexeval.org. Find us online at apexeval.org and <https://www.facebook.com/apexevaluation>.