

EVALUATOR

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.

Each member of the Apex evaluation team works on multiple evaluation projects. Sometimes evaluation team members lead that project and supervise other team members in the completion of tasks, and other times they serve in a supporting role on a project. In all cases, the execution of their tasks is informed by the Apex Blend. This includes incorporating equitable evaluation, utilization-focused evaluation, systems thinking, and communications principles into each evaluation project and its related tasks.

PRIMARY OBJECTIVES

The goal of the Evaluator role at Apex is to execute equitable evaluation practices and to work in a collaborative way with partners, community members, and end users to:

- Tell a story with the data;
- Make that story accessible;
- Make the findings useful;
- Use a systems lens in a way that informs new and different mental models and narratives; and
- Support the use of data and storytelling to achieve equitable outcomes and progress towards systems transformation.

MAJOR AREAS OF RESPONSIBILITY & SPECIFIC RESPONSIBILITIES

Evaluation Responsibilities

- 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 health record (EHR) 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 deliverables using best practices in data visualization techniques.
- Contribute to final products, such as data sets, dashboards, evaluation reports, slide decks, or project proposals.
- Perform literature searches and reviews. Synthesize findings to inform best practices for data collection and program design.
- Participate in internal team meetings and complete associated tasks.
- Help our clients learn how to use the data to create change and advocate for funding.
- Learn how to execute the Apex Blend and the Apex approach to equitable evaluation.

Project Management Responsibilities

- Establish and maintain external partner relationships.
- Design project implementation plan, recognizing relationships between stages of the projects such as data collection and data analysis.
- Manage timeline and tasks and delegate responsibilities to others as needed.
- Supervise development, revisions, and finalization of final deliverables.
- Create and execute dissemination plan / approach for final deliverables.

EXPERIENCE

Candidates should possess sufficient training to use the necessary software programs and execute the areas of responsibility and specific tasks listed above. This training would most likely come from a bachelor's or master's degree in evaluation or a related field, or in some cases it could come from stand-alone online courses.

Candidates must have experience executing the areas of responsibility and specific tasks listed above using software that is the same or similar to the tools listed. This experience can come

from class assignments or on-the-job experiences. The ideal candidate will have experience executing these tasks in multiple projects or settings.

SKILLS & COMPETENCIES

- Strong communication skills with internal and external stakeholders
- Strong desire to learn and willingness to adapt
- Ability to work independently and as part of a collaborative team
- Ability to manage project team members
- Knowledge of program evaluation approaches and research methods
- Knowledge of research ethics, study participant protections, and equitable data practices
- Experience collecting, analyzing, and reporting quantitative and qualitative data
- Experience with statistical software, including Excel, SPSS, R, or Stata, and SAS
- Experience with data visualization tools such as Excel, Tableau, Microsoft BI, Flourish, Figman, D3, or YellowFin
- Comfortable learning and using new technology

CORE VALUES

Our core values shape our approach to our colleagues and partners. These values are learning, collaboration, excellence, equity, innovation, and leadership. 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 (DSRP). 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.

Apex Evaluation is an active Equal Employment Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, or genetics.

COMPENSATION & BENEFITS

- This full-time position pays \$74,800 annually.
- Apex practices a four-day, 32 hour work week as full-time status.

- Vacation and holiday paid time off (PTO) are included.
- Other benefits, including retirement plan and employer-sponsored health insurance, will be dependent on employee eligibility.

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 by August 25, 2022 for best consideration.

Candidates should prepare to participate in two rounds of interviews. Interviews will include the role's immediate supervisor as well as additional Apex staff. After initial application, most candidates can expect a decision within a month on whether Apex will advance their candidacy to an interview. Decision time frames will be discussed in further detail during a candidate's first interview.

Website: www.apexeval.org

LinkedIn: <https://www.linkedin.com/company/apexeval/>

Facebook: <https://www.facebook.com/apexevaluation>