SENIOR EVALUATOR

POSITION DESCRIPTION

The Senior Evaluator will design and implement a variety of evaluation projects through activation of the Apex Blend, a combination of theories and methods rooted in systems thinking and equitable evaluation. This position will develop and design evaluation projects, serving as a key team member to lead implementation.

PRIMARY OBJECTIVES

This position is a cross-departmental, internal- and external- facing member of the evaluation team and reports to the Evaluation Program Manager. This position supports multiple projects and receives tasks from multiple sources, including internal and external stakeholders. This position does not have any direct reports though is responsible for a high-level of collaboration with multiple project teams, including developing evaluation planning tools.

- Guides evaluation design for project teams through the development of evaluation planning tools, methods selection, and deliverable development including effective data visualization

- Provides strategic guidance and technical expertise for evaluation project teams including support to project team members to execute project plans

- Serve as project team lead on highly complex evaluation projects, including stakeholder relationship management and management of evaluation project lifecycle

- Provide project and systems level support to the evaluation team to model and advance development of operating at a higher level while working to achieve mission and vision

MAJOR AREAS OF RESPONSIBILITY & SPECIFIC RESPONSIBILITIES

- Evaluation Design

  - Work with business development team to handoff projects by clarifying scope of work and developing work plans for project teams

  - Lead evaluation design for projects, including selection of appropriate methods, data collection activities, and development of evaluation plans; create or refine evaluation plans, logic models, theories of change, and/or other related

evaluation planning tools

- ○ Provide strategic guidance on development of deliverables, including guidance on best practices for participatory evaluation techniques

- Evaluation Support

  - ○ Provide guidance to project team members to support the execution of evaluation plans, offering support and suggestions to continually advance the project along the project lifecycle

  - ○ Offer technical expertise in interpreting data, identifying themes, analyzing data, and developing deliverables

  - ○ Serve as thought leader to support generating solutions to project challenges by collaborating with team members to problem-solve

- Evaluation Project Management

  - ○ Maintain a portfolio of projects and serve as a project team member for projects

  - ○ Conduct regular client communications, project management activities, and cross-team collaboration to ensure project activities are achieved

  - ○ Design or adapt data collection instruments such as surveys, interview or focus group protocols, and observation forms

  - ○ Identify and use secondary data sources, such as electronic medical record data

  - ○ 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

  - ○ Prepare and submit applications to IRB or other research review boards, and support others in the submission process

- Systems Support

  - ○ Provide quality assurance on deliverables and processes and contribute to continuous improvement efforts to increase team effectiveness

  - ○ Consistently identifies opportunities to advance mission and vision through evaluation efforts

SKILLS & COMPETENCIES

- Develops and maintains positive interpersonal relationships with stakeholders for various projects

- Diplomatically establishes and maintains positive, professional interpersonal relationships through a variety of communication mediums

- 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

- Proven ability to facilitate meaningful conversations with a variety of audiences while exhibiting cultural sensitivity and humility

- High level of personal accountability

- Proven ability to identify tasks and milestones necessary to complete a project

- Comfortable learning and using new technology

- Understanding and application of equity-centered evaluation approaches

- Education and content knowledge in public health and health equity are highly desired

EXPERIENCE

Candidates should possess sufficient training to use the necessary software programs to execute the areas of responsibility and specific tasks listed above. This training would most likely come from a master's degree or PhD 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. This experience can come from class assignments, volunteer opportunities, or on-the-job experiences. The ideal candidate will have experience executing these tasks in multiple projects or settings.

Candidates will be prescreened based on the following:

1. United States residency is required
2. At least five years experience managing stakeholder relationships
3. At least five years experience developing evaluation plans and overseeing data collection

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

- Annual salary of $90,000

- Apex practices a four-day, 32-hour work week as full-time status.

- Vacation and holiday paid time off (PTO) are included.

- Other benefits available after a 60-day wait period include enrollment in a Simple IRA retirement plan with up to 3% matching percentage contributions from the company, as well as health insurance options. Questions regarding eligibility may be directed to careers@apexeval.org.

- For more benefits and perks, check out our Careers page.

LOCATION

Apex Evaluation is a fully remote organization based in Albuquerque, NM. We are exploring options for in-person team meetings. Candidates should be prepared to travel to Albuquerque on an annual basis for 1 to 2 days. Additional travel for conferences and project meetings may be occasionally necessary. Travel expenses and lodging for employees will be covered by Apex.

CONTACT US

Complete the Apex employment application form by March 24, 2024 for best consideration. Questions regarding this position may be directed to careers@apexeval.org.

Candidates should prepare to participate in two rounds of virtual interviews. Interviews will include the role's immediate supervisor as well as additional Apex staff. Interviews are currently slated for April and May 2024. 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.