DATA STRATEGIST

POSITION DESCRIPTION

The Data Strategist will support a variety of evaluation and data analysis projects based on the Apex Blend, a combination of theories and methods rooted in systems thinking and equitable evaluation. This position will develop and implement data strategy and analysis projects, serving as a key team member to lead implementation.

PRIMARY OBJECTIVES

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

The Data Strategist:
- Designs and conducts advanced wrangling and quantitative analysis of large datasets
- Provides strategic guidance and technical expertise for the development of data products
- Serves as a team lead on highly complex data analysis projects

MAJOR AREAS OF RESPONSIBILITY & SPECIFIC RESPONSIBILITIES

- Data Analysis

  - Perform advanced quantitative analysis on large datasets related to topics such as school health, health screening, educational and career outcomes, and other social and human services. Specific analysis includes, but is not limited to:
    - Descriptive and inferential statistics
    - Regression analysis
    - Predictive modeling
    - Propensity score matching
    - Factor analysis and IRT analysis

  - Create interactive data visualizations and dashboards to support real-time decision-making.

  - Translate technical findings for non-experts such as leaders, health providers,

and funders in accessible language.

- Develop and contribute to manuscripts containing quantitative analysis.

- Apply an equity-centered approach to data analysis, ensuring that data are disaggregated and interpreted through an equity lens.

- Collaborate with evaluation team members and consultants to integrate quantitative findings with lived experiences and qualitative insights.

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

- Contribute to applications to IRB or other research review boards, and support others in the submission process.

- Data Management

    - Use statistical software to clean, recode, merge, and transform datasets of public health and public education data, ensuring data cleaning, integration, and governance are in compliance with FERPA and HIPAA.

    - Establish and manage data dictionaries and repositories.

    - Establish and implement data-sharing agreements.

- Data Strategy

    - Contribute to and implement organization-wide data strategy, including data product development and expansion.

    - Collaborate with other teams to design data infrastructure and systems, including ongoing communication to maintain functional understanding of database architecture and ensure data interoperability and integration.

    - Evaluate and recommend new data technologies and tools.

    - Identify opportunities to leverage data for new insights and initiatives.

SKILLS & COMPETENCIES

- Advanced data analysis skills in R and SPSS

- Experience with R Shiny for dashboard development

- Develops and maintains positive interpersonal relationships with collaborators 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

- 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 data 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 a social science discipline (e.g. public health, education, sociology, 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:

- United States residency
- Legally authorized to work in the United States
- No need for employment visa sponsorship (e.g. H-1B visa status)
- Willingness to undergo background check
- At least five years experience in advanced quantitative analysis
- At least five years experience developing data deliverables such as reports and dashboards

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 $90,000 annually.

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

- Apex is closed annually Dec 25 - Jan 1, offers eight paid holidays, and practices a Flexible Paid Time Off (PTO) policy.

- Up to 12 weeks of paid parental leave and 12 weeks of paid medical leave are available for eligible employees.

- 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 benefits 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. Candidates should be prepared to travel to Albuquerque on a quarterly basis for one to two days to meet with members of the team. Travel expenses and lodging for employees will be covered by Apex.

CONTACT US

For best consideration, apply via the Employment Application Form by **March 13, 2025.** The target start date for the position is as early as **May 5, 2025**. Questions about this position should be directed to careers@apexeval.org.

Candidates should prepare to participate in two rounds of interviews. Interviews will include the role's immediate supervisor and 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. This time frame could be longer for senior positions or rolling positions. Decision time frames will be discussed in further detail during a candidate's first interview.

Find Apex online at apexeval.org and connect with us on LinkedIn.