CREATIVE RESEARCH SOLUTIONS

SENIOR EVALUATION ASSOCIATE JOB DESCRIPTION

ABOUT CREATIVE RESEARCH SOLUTIONS

Creative Research Solutions is a nationally and internationally award-winning evaluation and research firm in the Atlanta metropolitan area. We are looking for an evaluation associate to join our team. The ideal candidate has a Master’s degree in a related field (Ph.D. preferred); at least 7 years of strong evaluation and research experience; resides in (or willing to relocate to) the Greater Atlanta area; and has the ability to work full-time.

GENERAL RESPONSIBILITIES

The Senior Evaluation Associate (SEA) is responsible for completing both formative and summative evaluations of programs and initiatives within the sectors of philanthropy, education, health, philanthropy, and related domains. The SEA will lead evaluations where skill sets, expertise, and experience are aligned and will participate within evaluation teams on all aspects of projects, including the evaluation design, evaluation plan, methodology and instrument development, data collection procedures, analysis, and reporting. The SEA is expected to review professional literature in the field as needed and report to appropriate staff members on findings related to topics of interest, including best practices. *We are looking for an evaluator with a strong commitment to culturally-responsive and equitable evaluation.*

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Design survey instruments to use in program evaluations.
- Design, conduct and report the results of program evaluations and longitudinal studies.
- Collect data through various means such as observations, survey instruments, interviews, focus groups, student assessments and/or internal databases.
- Analyze data collected as part of program evaluations and develop reports and/or presentations of findings, including program recommendations.
- Respond to requests for data or information from clients and/or project partners. Provide leadership and assistance to clients and partners in planning, designing and conducting program evaluation activities.
- Provide leadership regarding effective evaluation models, methods, and systems.
Conduct and develop literature reviews related to field-specific research, evaluation, and assessment as directed or as needed for projects.

Coordinate and lead projects independently, and collaborate with subcontractors to complete assigned tasks.

Collaborate with CRS staff to plan program evaluations.

Work collaboratively with CRS staff and clients on the use and interpretation of evaluation-related data.

Develop evaluation plans for completing formative and summative program evaluations. Provide in-service training to contractors or other partners as needed.

Help develop evaluation proposals in response to RFPs, RFQs, or direct requests from potential clients.

Additional tasks include:

Project proposal development, participation in staff meetings, supervision of activities of clerical personnel, and performance of related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the principles, practices, and procedures of research and program evaluation practices, particularly culturally-responsive and equitable evaluation; ability to communicate ideas clearly and concisely, orally, and in writing; strong report and proposal writing skills; ability to establish and maintain effective relationships with clients, staff and administration; project management skills and preferred proficiency in G-Suite (Google Docs, Sheets, and Slides), ATLAS.ti or similar qualitative analysis software, and R are preferred; proficiency in mixed-methods evaluation with a capacity to do both quantitative and qualitative analysis; knowledge of measurement theories and experience with the design, validity, and reliability of instruments; knowledge of philanthropy, K-12 and post-secondary education, public health and community participatory-based research methodology preferred.

**EDUCATION AND EXPERIENCE**

Position requires a Master’s Degree (Ph.D. preferred) and at least 7 years of successful experience as a program evaluator or research analyst. Experience with leading multi-site evaluations a plus. Applicant must have experience beyond university coursework requirements in program evaluation and research. We are looking for candidates who have
qualitative and quantitative data collection and analysis skills, management and analysis of longitudinal data sets, and/or survey development.

EXPECTED JOB PERFORMANCE

1. **Passion** - Passionate about improving the lives of persons served and contributes to the firm’s mission by identifying opportunities to enhance the mission.
2. **Highly-Skilled** - Excellent supervision, support and writing skills.
3. **Independent** - Responsible for independently organizing work; prioritizing tasks; planning ahead; following through to complete assignments; using time effectively.
4. **Judgment** - Analyzes and resolves problems (individually and in a group); by anticipating problems; making decisions associated with responsibilities; involving others as appropriate.
5. **Teamwork** - Works cooperatively with co-workers; building relationships and team spirit; treating others with respect; willingness to compromise; addressing conflict positively.
6. **Communication** - Communicates clearly, both verbally and in writing; listening attentively and being receptive to feedback; providing candid feedback; preparing required documentation.
7. **Leadership** - Assumes responsibility; leading by example; maintaining a positive attitude; motivating others; flexible; overcoming barriers; facilitating and supporting change; identifying opportunities to improve processes; initiating assignments.
8. **Timeliness and Accuracy of Work** - Completes assignments in an accurate, complete and timely manner; overall quantity and quality of work; meeting deadlines; thoroughness.
9. **Self-Development** - Strives to improve performance; understanding own strengths and weaknesses; desire and effort to enhance skills and develop new skills; receptive to feedback.
10. **Professionalism** - Utilizes authority and position appropriately; is on time for work; dresses appropriately for the position; represents the firm in a positive manner at public and private events; maintains confidentiality.

Salary with benefits is competitive and commensurate with experience.

If you are interested in applying, please submit a resume, cover letter, 3 references from your work in the past 3-5 years, and a relevant evaluation report or writing sample (with a brief description of the project or topic) produced in the last 2-3 years by Tuesday, September 15, 2020. Please submit your materials and any questions you might have about the position to info@creativeresearchsolutions.com. Learn more about Creative Research Solutions at www.creativeresearchsolutions.com.

*Tying passion and practice to impact.™*