



Job Title: Evaluator

Location: NC, SC, TN, GA, or FL Home Office

Qualifications: Ph.D. and at least 5 years of experience

Is TEG the Place for YOU? We are looking to add a dynamic Ph.D.-level evaluator to our highly collaborative and skilled team of evaluators. We need a highly skilled, self-directed, and friendly evaluation professional who is passionate about our purpose of *Creating Opportunities to Improve Lives*. Strong candidates will have experience developing multiple grants independently; excellent written and verbal communication skills; strong interpersonal skills; and hands-on experience in the design, implementation, and presentation of quantitative and qualitative evaluation models. As an Evaluator, you will lead and support evaluation projects while cultivating partner relationships. The Evaluator reports to the COO and the duties associated with the roles and responsibilities of this position include, but are not limited to, the following:

Leading Evaluation Projects:

- Lead evaluation projects, serving as the primary point of contact for the partner.
- Provide high-quality customer service and ongoing, problem-solving consultation.
- Employ a utilization-focused and participatory approach to evaluation.
- Collaborate with the Director of Evaluation to design an evaluation that fits the partner's needs, the available data, the funder's expectations, and the budget parameters.
- Develop a comprehensive evaluation plan that delineates deliverables and timelines.
- Collaborate with the partner to craft or revisit a logic model or strategy map.
- Assure that all products and services are delivered in a high-quality and timely manner.
- Facilitate and/or participate in regular cross-functional and partner team meetings.
- Communicate regularly with partners.
- Adhere to the guidelines in the CFT process guide and roles/responsibilities documents.

Data Collection, Management, and Analysis:

- Conduct various forms of quantitative and qualitative data collection for given projects.
- Manage and analyze quantitative and qualitative data.
- Collaborate with the Data Architect on all projects for data management, data dashboard, and analysis needs.
- Develop data collection instruments such as spreadsheets, interview and focus group protocols, observation protocols, and surveys.

Reporting and Presentations:

- Produce high-quality, error-free evaluation reports and other deliverables with an emphasis on accurate data, easy-to-understand language, and use of data visualization.
- Orally present and explain data to partners or other relevant parties using a variety of mediums (i.e., in-person, webinars, videos).

Development and Review:

- Participate in and/or facilitate program model development meetings with partners.
- Write evaluation sections for grant proposals and evaluation proposals, including narratives, research and evaluation design, goals and objectives, and logic models.
- Adhere to timelines and quality standards outlined by the Director of Grants.
- Review evaluation snapshots, plans, materials, presentations, and products for peers.

Other Duties as Assigned.



Job Title: Data Architect

Location: NC, SC, TN, GA, or FL Home Office

Qualifications: Master's Degree; Ph.D. preferred and at least 5 years of experience

Is TEG the Place for YOU? We are looking to add a dynamic data architect to our highly collaborative and skilled team of evaluators. We need a highly skilled, self-directed, and friendly professional who is passionate about our purpose of *Creating Opportunities to Improve Lives*. Strong candidates will have a statistical background with extensive experience in data collection tools, data models, data analysis, and databases; excellent written and verbal communication skills; strong interpersonal skills; and hands-on experience in the design, implementation, and presentation of quantitative and qualitative evaluation models. As a Data Architect, you will serve as a resource to the entire team and a resident expert on data collection tools, data models, and databases. The Data Architect reports to the COO and the duties associated with the roles and responsibilities of this position include, but are not limited to, the following:

Database and Management Information System Projects:

- Function as project lead on projects in collaboration with DuBose Web Group.
- Serve as liaison with third-party entities for data display, dashboard, or instrument development.
- Set up, design, maintain, and manage large or complex quantitative databases.
- Document database designs using applicable modeling tools and data dictionaries.

Data Collection Tools:

- Collaborate with cross-functional teams (CFT) to identify data, collection methods, and reporting needs.
- Join CFT in collaboration with project partners to ensure data accessibility and collectability.
- Design data collection tools, data models, and databases.
- Ensure that data analysis and reporting meets project needs.
- Research and secure appropriate instruments and assessments for grant projects.
- Research and report on the psychometric properties and validity of instruments.
- Design and/or maintain datasets for specific research projects.
- Design and assist other team members with data collection protocols and tools.

Data Analysis and Reporting:

- Participate in the design of research and program evaluation projects.
- Conduct parametric and non-parametric statistical analyses including: descriptive statistics, chi-square, paired-sample t-tests, independent sample t-tests, effect sizes, ANOVA, and ANCOVA.
- Assist in writing methodology and/or analysis sections of grants, proposals, and reports.

Training and Support:

- Provide technical leadership and guidance to team members on data management.
- Fulfill data requests and answer data questions for colleagues and stakeholders.
- Collaborate with teams to provide training and data collection tools for Data Collectors.
- Provide technical training to the team.
- Support teams by organizing training sessions for partners on assessment tools.
- Attend trainings and conferences to enhance skills and knowledge.

Other Duties as Assigned.