

## EVALUATION / RESEARCH ASSOCIATE

Posted September 27, 2019

Open Until Filled



We're Growing! LeCroy & Milligan Associates, Inc., based in Tucson, Arizona, invites applications for an **Evaluation / Research Associate**. As a member of a multi-disciplinary team of evaluators, the successful applicant will be responsible for leading multiple local, statewide or national program evaluation projects. We are seeking individuals who have experience in program evaluation utilizing multiple methods of data collection and analyses. Preference given to Applicants who have experience in leading and coordinating teams working across multiple evaluation projects. Our work is in social science areas, such as; criminal justice, child welfare, public health, and or education. Expert client consultation and project management skills are required. Our staff has diverse expertise in a range of applied research areas, and collaborative team activities make this an exciting work environment. LeCroy & Milligan Associates, Inc. was awarded a Southern Arizona Smart Inspiring Enterprise "People and Culture" award for outstanding small business practices and a "Best Place to Work" award in Tucson by the Chamber of Commerce. We are proud to be a woman-owned business. Tucson is a great place to work. Tucson is one of the top U.S. cycling cities with over 800 miles of rolling bike trails about the city. Tucson is the sunniest city in the U.S. and we are home to more bird species than any other region on Earth. Since 2015 Tucson has been a City of Gastronomy in the Creative Cities Network by the United Nations (UNESCO). It is the first city in the U.S. to receive the designation. We are groovy!

### Position Responsibilities

- Responsible for coordinating, managing and conducting evaluation activities for various projects and initiatives being implemented in a variety of government and non-profit settings.
- Ability to effectively lead project teams and be a productive team member; team-based organizational setting.
- Responsible for designing evaluation plans including development of evaluation designs, goals and objectives, project timelines, and instruments (e.g. surveys, interview protocols, criterion-referenced tests, etc.).
- Responsible for collecting, analyzing, and interpreting qualitative and quantitative evaluation data.
- Able to prepare and conduct presentations to a variety of stakeholder groups regarding project findings.
- Provides technical assistance and training in data collection and evaluation topics to providers, as needed.
- Responsible for designing, writing and editing of evaluation reports, literature reviews and written materials.
- Provides oversight of project team members in the collection, entry and editing of data for analysis, as needed.
- Provides technical assistance, consultation and training in evaluation, evaluation capacity building, strategic planning, organizational development and data collection with client groups, as needed.
- Works with community leaders, government officials and other agencies and organizations to facilitate organizational and system learning and improvement.
- Participates in generating new business through client development and writing grant proposals.

### Qualifications:

- Master's or Ph.D. degree in social sciences, public health, education, applied social research or related field, and experience in an applied setting.
- Demonstrated excellence in program evaluation—qualitative and/or quantitative methods.
- Demonstrated expertise in designing and carrying out mixed-methods evaluation activities.
- Proficiency in database, word-processing, spreadsheet, and data analysis software applications.
- Knowledge of data collection techniques and measurement tools; including web-based applications.
- Excellent written and oral communication skills.
- Strong organization abilities, including ability to manage numerous tasks and projects simultaneously (project management skills)

Salary DOE, excellent benefit package includes health, dental, retirement, and paid time off.

Applicants are asked to send a cover letter and resume to:

LeCroy & Milligan Associates, Inc.

2002 N. Forbes, Suite 108, Tucson, Arizona 85745 phone: (520) 326-5154 Fax: (520) 326-5155

email: [jobs@lecroymilligan.com](mailto:jobs@lecroymilligan.com)

Please visit our website: [www.lecroymilligan.com](http://www.lecroymilligan.com)