

ICH Research Associate

We actively seek to broaden the diversity of our team and especially encourage members of underrepresented communities to apply.

Note that this is a hybrid position (including some in-person work in our local communities) and the successful candidate will need to be living in or relocate to the Boston area.

The Institute for Community Health (ICH) is a non-profit consulting organization that provides planning and assessment, participatory evaluation, applied research and training and technical assistance services to help local communities create sustainable health. The cornerstone of our mission is a commitment to community engagement in all aspects of the planning, evaluation and research processes, and a deep appreciation for the diverse experiences and values that communities contribute to health improvement.

ICH has extensive experience working across sectors and with a broad array of organizations and institutions, including community-based organizations, city and state governments, hospitals and community health centers, and academic institutions. Our work spans a wide variety of topic areas, including immigrant health, substance use, mental health, health disparities, and maternal and child health, among others. Further information about our projects is available at <https://icomunityhealth.org/>

Salary range: \$64,500-\$68,500 annually

Responsibilities:

The Research Associate is responsible for carrying out the day-to-day activities of evaluation, research, and planning and assessment projects, and conducting qualitative and quantitative data collection, analysis, and reporting.

Evaluation and Research Project Support:

- Coordinate project and community partner meetings, including scheduling meetings, developing agendas, compiling resources and completing minutes
- Support development of project strategy, logic models and evaluation plans
- Develop surveys, focus group and interview guides and other project tools
- Collect data, including implementing surveys, conducting interviews and moderating focus groups
- Provide oversight to data management and complete data entry and data abstraction
- Participate in the analysis and interpretation of both qualitative and quantitative data, including preparation of charts and graphs
- Utilize secondary data sources to create summary tables and charts for reports and presentations
- Participate in meetings and contribute to discussion regarding project activities
- Participate in the writing of reports and other dissemination materials (i.e. developing power point presentations) for community partners and funders; integrate qualitative and quantitative data into reports

Revenue Generation Support:

- Support revenue generation by working with senior staff and project teams to write grants and proposals
- Support organizational efforts to identify new clients and grow business opportunities

Requirements:

- Experience in research and/or evaluation, including developing data collection instruments and collecting and analyzing qualitative and quantitative data
- Experience working with community organizations and diverse populations
- Fluency in Spanish, Portuguese, Haitian Creole, Arabic or another non-English language a plus
- Achieved or working towards an Associate's, Bachelor's or Master's degree in public health, public policy, sociology, psychology, or related field
- Be at ease interacting respectfully with community partners and community members
- High attention to detail, good organizational skills and ability to multi-task
- Ability to balance multiple projects and be flexible in day-to-day work tasks
- Ability to work collaboratively with other ICH staff
- Excellent written and oral communication skills

To apply please send your cover letter and resume to Emily Chiasson at echiasson@icommunityhealth.org