

## **Per-Diem Research and Evaluation Project Manager, Institute for Community Health**

This is a per-diem position. The PM will likely work approximately 20hpw, ideally spread over 4 days/week.

The Research and Evaluation Project Manager will uphold ICH's core values: understanding and respecting diverse populations as well as the uniqueness of communities, safe-guarding privacy, supporting and building lasting partnerships, and improving the health status of communities.

### **Responsibilities:**

#### **Evaluation and Research Project Support:**

The Project Manager is responsible for managing projects under supervision from the Principal Investigator, including:

- Develop scopes of work, timelines and work plans and ensure that all project goals are met
- Develop and manage the project budget
- Manage project team (staff, interns and volunteers) to meet project goals
- Manage evaluation, research and other project activities, including evaluation and research plan development, instrument design, data collection, analysis, and reporting
- Manage project scope to ensure project is on budget and on time
- Effectively manage relationships with ICH partners including communicating and negotiating with community and interdepartmental partners
- Participate in meetings and facilitate discussions regarding project activities
- Collaborate with project data analysts, including working with lead analyst to determine analytical needs and timelines
- Participate in the collection, analysis and interpretation of qualitative and quantitative data
- Ensure compliance with IRB paperwork and other regulations
- Support training and technical assistance requests from academic, hospital and community partners
- Troubleshoot problems related to project personnel, community partners, methods, etc.
- In collaboration with project team, disseminate project results to community and academic audiences through journal articles, reports, presentations, and other materials

### **Requirements:**

- Masters degree strongly preferred, in public health, anthropology, sociology, or related field
- At least 3 years of progressively responsible research and/or evaluation experience required
- Experience developing research and evaluation plans and instruments, collecting and analyzing qualitative and quantitative data, and writing reports
- Experience with community-based participatory research and evaluation
- Excellent organizational skills and attention to detail
- Ability to balance multiple projects and be flexible in day-to-day work tasks
- Strong writing, facilitation and presentation skills
- Ability to work collaboratively with other ICH staff
- Experience working with community organizations
- Ability to interact respectfully with community partners and community members
- Strong computer skills, including knowledge of MSOffice and Outlook
- Ability to independently travel to meetings locally, regionally and statewide