



Institute for Community Health

Research and Evaluation Scientist, Institute for Community Health

The Research and Evaluation Scientist 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 Management:

The Research and Evaluation Scientist is responsible for overseeing projects, including:

- Function as principal investigator, co-principal investigator, project manager, and/or lead epidemiologist on research and evaluation grants and contracts
- Manage project team (staff, interns and volunteers) to meet project goals
- Work with project team to develop scope of work, workplan, and timelines and to specify roles and responsibilities and set project priorities
- 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 and deliverables meet ICH standards for quality
- Effectively manage relationships with ICH partners including communicating and negotiating with community and interdepartmental partners
- Participate in meetings and facilitate discussions regarding project activities
- Provide training and technical assistance in response to requests for academic, hospital and community partners
- Serve as principal investigator or co-principal investigator on IRB applications and ensure compliance with IRB, sponsored research and other regulations
- Participate in the collection, analysis and interpretation of qualitative and quantitative data as appropriate
- Troubleshoot problems related to project personnel, community partners, methods, etc

Research methods and data analysis:

- Perform epidemiologic and statistical analysis of ICH data
- Manage data collection, processing, and analysis component of research projects
- Provide mentoring and oversight to other staff performing analytical design and quantitative analysis, including SAS programming assistance
- Provide leadership to ICH staff on study design and instrument development to ensure that analysis and data collected will be valid and appropriate
- Ensure that programs and data sources are appropriately documented

Dissemination:

- Disseminate results of projects (through journal articles, reports, presentations, etc) both as lead author and in collaboration with others at ICH through community and academic venues
- Represent ICH at local, state and national meetings and other venues
- Present data at local, state, and national meetings and other venues

- Review data portions of ICH presentations to ensure accuracy

Revenue Generation and Partnership Development:

- Bring in new revenue for ICH:
 - Develop research and contract proposals both as PI and as a collaborator with other ICH staff and community partners
 - Identify new partnership opportunities and maintain and/or develop community, academic and inter-agency relations
 - Support ICH's business strategy development and implementation
- Ensure accuracy of scope and budget for analytical components of new and proposed projects
- Participate in community activities as a representative for the Institute for Community Health as assigned

Supervision and Mentoring:

- Provide oversight of project staff
- Provide mentoring for Level IIs and Is
- Mentor and provide education to trainees as assigned

Organizational Responsibilities:

- Participate in ICH committees, including chairing or co-chairing committees
- Participate in organizational meetings.
- Support ICH visibility and communications efforts, including writing blog posts, helping to develop marketing materials, etc.

Requirements:

- PhD or masters degree (PhD preferred) in public health, anthropology, sociology, epidemiology or related field
- At least 7 years of progressively responsible research and/or evaluation experience, including project management/ coordination, required
- Extensive experience developing research and evaluation plans and instruments, collecting and analyzing quantitative and qualitative data, and writing reports
- Strong knowledge of research and evaluation methods, including extensive knowledge of research design and quantitative analyses required, including descriptive analyses, interpreting data, multivariate analyses, and explaining results to all types of audiences
- Advanced knowledge of SAS preferred
- Experience supervising staff and managing project teams
- Experience with community-based participatory research and evaluation, including working with community organizations
- Grant writing and revenue generation experience
- Excellent writing, facilitation and presentation skills
- Good organizational skills and attention to detail
- Ability to balance multiple projects and be flexible in day-to-day work tasks
- Ability to work collaboratively with other ICH staff
- Ability to interact respectfully with community partners and community members
- Strong computer skills, including knowledge of MSOffice
- Ability to independently travel to meetings locally and statewide

Please send a resume and cover letter to Dr. Lise Fried at lfried@challiance.org.