



**Research Associate
Institute for Community Health**

The Institute for Community Health (ICH) is a non-profit consulting organization that provides planning and assessment, participatory evaluation, applied research and data 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 chronic disease, health systems, youth development, health disparities, substance abuse, and mental health, among others. Further information about our projects is available at <https://icomunityhealth.org/>

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 data 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 in to 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

Intern Supervision and Mentoring

- In collaboration with Project Managers, identify appropriate projects for student interns
- Provide mentoring and supervision to students in their placements, and review their work

Requirements:

- Bachelor's or Master's degree in public health, sociology, psychology, or related field
- Experience in community-based research or evaluation, including developing data collection instruments and collecting and analyzing qualitative and quantitative data
- 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
- Excellent written and oral communication skills
- Ability to work collaboratively with other ICH staff
- Be at ease interacting respectfully with community partners and community members
- Ability to travel independently to meetings locally, regionally and statewide

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

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