



**Research Associate (Fluency in Spanish required)
Institute for Community Health**

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

Fluency in Spanish is required for this position.

Note that this is a hybrid position 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 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 immigrant health, health systems, health disparities, substance use, and mental health, among others. Further information about our projects is available at <https://icomunityhealth.org/>

Salary range: \$57,000-\$62,000

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

Requirements:

- Experience in research 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 required
- 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