



JOB DESCRIPTION: RESEARCH ASSOCIATE [CONTRACTOR]
LOCATION: Washington, DC Metropolitan Area

KEY WORDS: Data, Writing, Social Determinants, Health Equity, Technical Assistance, and Facilitation

GENERAL RESPONSIBILITIES

The Research Associate (RA) contractor contributes to the implementation of CommonHealth ACTION's (CHA) contracts and grants. The RA contractor works independently, with guidance, and collaboratively to develop and implement activities in the following areas: public health programming, research, evaluation (emphasis on quantitative data collection and analysis), proposal development and writing, report writing, meeting development and implementation, and technical assistance. Other responsibilities include supporting local program implementation, serving as liaison and CHA representative at meetings, and facilitation. The RA contractor position requires a strong understanding of the public health field, social determinants of health and health equity, and community capacity issues; excellent research, analytical, interpersonal, organizational, and writing skills; as well as the exercise of discretion, independent judgment, and diplomacy.

DELIVERABLES

These may include but are not limited to:

- Provide technical assistance to community-based partners via telephone, in-person meetings, and site visits.
- Conduct background research, environmental scans, and literature reviews for project development and analytic activities.
- Conduct qualitative and quantitative data design, collection, analysis, and synthesis.
- Develop written and online tools and instruments for programmatic use including survey and evaluation tools.
- Implement procedures for data compilation and maintenance, tabulation, analysis and presentation.
- Conduct data analyses using applications such as SPSS/STATA/SAS and Excel.
- Write and develop articles, publications, issue briefs, and reports collaboratively.
- Contribute to the development and writing of proposals.
- Assist with program planning and evaluation efforts as needed.
- Facilitate focus groups and training/educational activities for a wide array of participants.
- Participate in programmatic meetings and conference calls.

Education & Experience:

- Masters in Public Health preferred with a minimum of three years experience working on public health-related and/or community-based issues. Masters in relevant professional field with five years community-based public health experience accepted.
- Demonstrable quantitative and qualitative research experience preferred
- Superior written and verbal communication
- Experience and strong interest in providing technical assistance to community-based efforts
- Proficiency in applications such as SPSS/STATA/SAS and Excel highly preferred

Hourly Rate: \$24 to \$40/hour

Contract Manager: Nehanda Lindsey, Senior Program Manager

Job Location: The position is in the Washington Metropolitan area and requires frequent availability for in-person meetings. Contractor will not work at CommonHealth ACTION office.

Travel: Domestic travel may be required for this position.

CommonHealth ACTION values a respectful, collaborative work environment. We establish and maintain trustful relationships with all staff, contractors, funders, partners, and communities. We believe that hard work, a focus on quality, and a passion for the public's health are required to improve the well-being of individuals, families, and communities. CHA looks to all staff and contractors to contribute to the effective implementation of programmatic activities.

Submission Process:

Interested applicants should submit a resume/CV to **Nehanda Lindsey** at <mailto:nlindsey@commonhealthaction.org?subject=Research Associate Position>. **No phone calls, please.**