



Job Description: Research and Evaluation Associate

About the Job

Position Title: Research and Evaluation Associate

Location: Hybrid - Palm Desert, CA

Position: Full-time (1 FTE)

About HARC:

HARC helps communities turn research into action. We enjoy broad support from local and county governments, philanthropic organizations, and nonprofit partners who rely on HARC's research to make critical decisions for their communities.

General Description:

The Research and Evaluation Associate designs and implements a wide range of applied social science research projects. HARC's clients come seeking an objective, data-focused, and nuanced understanding of a variety of issues. The Research and Evaluation Associate will interact with clients to custom-design research and evaluation tools and protocols, collect and analyze data, and report on findings.

Essential Duties:

- Design appropriate research and evaluation plans, protocols, and instruments for various data collection methods, including but not limited to interviews, focus groups, and surveys.
- Collect data for research and evaluation studies utilizing best practices in the field, including but not limited to programming and disseminating online surveys, designing paper surveys, developing database tracking systems, tracking data collection efforts, conducting key informant interviews, moderating focus groups, and pulling data from existing secondary data sources.
- Analyze quantitative data through descriptive and univariate statistics.
- Analyze qualitative data using content analysis and thematic analysis.
- In collecting and analyzing data, the Associate will adhere to all best practices relating to personal identifying information and highly sensitive data.
- Present findings in a comprehensive and accessible manner to the broadest set of audiences possible. This may include preparing narrative reports, tables, charts, maps, and other data visualization tools as appropriate.
- Develop business leads and secure new research and evaluation contracts for HARC. This may include contributing to HARC's marketing, drafting grant proposals, and responding to RFPs (requests for proposals).

Schedule:

- The typical workweek is 40 hours per week. Flextime/flexplace is allowed and strongly encouraged to support work-life balance. Most staff work remotely approximately 90% of the time; it is your choice if you would prefer to be in the office more frequently.
- You will be required to attend various meetings per week, including internal staff meetings, Board meetings, networking events, and meetings with clients. Most meetings are held via Zoom, some are in person at the HARC office in Palm Desert or at networking events throughout the Coachella Valley and Inland Empire.
- Occasional weekend, early morning, or evening work may be required (approximately once per month).

Working Conditions:

- HARC's office is a shared workspace of moderate noise level (e.g., computers, printers, phone conversations, etc.); staff are provided with an adjustable desk, chair, and desktop computer.
- Occasional travel is required to meet with clients and partners throughout Southern California (primarily Inland Empire).

Compensation:

- The salary range is between \$66,000 and \$78,000, depending on experience, degree level, and bilingual capabilities.
- Health insurance, dental insurance, and life insurance are offered for you and your family members via Cal Choice Builders. HARC covers a set cost per month, which increases with tenure, starting at \$800/month for the first five years of employment and increasing to up to \$1,000/month for long-term employees. The employee is responsible for paying any overages above the set cost.
- Cell phone/home internet allotment of \$100/month.
- A 401K plan with employee contributions matched up to 4%.
- 12 paid holidays per year, plus paid time off for the week between Christmas Day and New Year's Eve.
- HARC offers a single paid time off (PTO) account to cover sick days, vacation days, etc. PTO benefits begin on the first day of employment and are accrued monthly, up to a cap of 1.5 times the annual accrual. Amount of annual PTO increases with tenure:
 - 20 days for years 1 and 2
 - 22 days for years 3 and 4
 - 24 days for years 5 and 6
 - 26 days for years 7 and 8
 - 28 days for years 9 and 10
 - 30 days for more than ten years of service
- HARC also offers separate paid time off (unused time is not accrued) for jury duty, bereavement leave, and caregiving leave.

About Our Ideal Candidate

Education Level: Master's degree in psychology, sociology, public health, business, or similar field

Must-Haves (Required):

- Passion for research/evaluation/all things data geeky
- Advanced understanding of quantitative research and evaluation methods
- Experience developing quantitative and/or qualitative research tools
- Experience in programming survey tools and/or developing paper surveys
- Experience collecting data, including administering surveys, conducting interviews and/or focus groups
- Proficient in using the basics of statistical analyses (via SPSS or other statistical software, e.g., descriptive statistics and frequencies, *t*-tests, etc.)
- Proficient in Microsoft Office (including Word, Excel, Outlook, and PowerPoint)
- Ability to take initiative, work independently, and function as a part of a team
- Ability to manage multiple tasks/projects, prioritize, and meet deadlines
- Strong oral and written communication skills
- Off-the-charts attention to detail, excellent organizational skills
- Valid driver's license, personal auto insurance, and functional personal vehicle to allow for occasional travel within Southern California
- Cultural competency and respect for persons who are often approached by HARC to provide sensitive information
- Knowledge of secondary data sources

Would-Like-to-Haves:

- Professionally fluent in Spanish (reading, writing, and speaking)
- Experience with social media (Facebook, Twitter, LinkedIn, Google+)
- Proficient in advanced analyses using SPSS (e.g., weighting data, multiple response items, cross-tabulation/Chi-square, exploratory factor analysis, etc.).
- Experience with qualitative research methods
- Proficient in using Excel for basic and advanced analysis
- Experience in grant writing
- History of creating successful research and evaluation proposals in response to requests for proposals (RFPs)
- Familiarity with the Inland Empire community (businesses, nonprofits, etc.)
- Passionate/knowledgeable about health equity and the social determinants of health
- Knowledge of video editing to create instructional videos

Icing-on-the-Cake:

- Multivariate statistical analysis experience (e.g., multi-level modeling, network analysis, etc.)
- Proficient in MAXQDA, Nvivo, or other qualitative data analyses software
- GIS mapping expertise/ Proficient in using ArcGIS Pro for mapping
- Proficient in pairing data records, combining datasets for analysis, and conducting power analyses
- Knowledge of dashboard development, including Power BI, Pivot Tables, and ArcGIS maps
- Knowledge of ArcGIS Application development for field work (tracking location, disseminating surveys, etc.)
- Knowledge of automation to improve efficiency in reporting

To Apply

Complete a short ten-item survey: <https://survey.sogolytics.com/r/Hiring-at-HARC>

And email your resumé/CV to HARC's Chief Executive Officer, Dr. Jenna LeComte-Hinely at jlecomte-hinely@HARCdata.org.

Timeline

We hope to complete first-round interviews of qualified candidates in May; these interviews will be via phone and/or Zoom.

The top three to five candidates will be invited for second-round interviews in June; the second-round interviews will be in person so that candidates can meet the entire staff of HARC.

We hope to make an offer in June; ideally the new Research Associate would begin working at HARC in late June or early July.

Equal Employment Opportunity

At HARC, we believe in the diversity of experience, thought, values and abilities. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristic that makes them the person they are.