Job Opening: Research and Evaluation Associate

About HARC

HARC, Inc. (Health Assessment and Research for Communities) is a nonprofit 501(c)3 organization, founded in 2006, located in Palm Desert, CA.

HARC provides research and evaluation services that relate to health, wellness, and quality of life. HARC conducts community-based research, not lab-based research.

Our research and evaluation is focused on improving lives where people live, work, learn, and play. To HARC, "health" includes all the social determinants of health, like education, housing, safety, economic stability, employment, and equity.

HARC provides the information that organizations need to do their best work and improve lives. Our clients and data users are other organizations—including nonprofits, educational institutions, businesses, cities, and counties.

We don't provide direct services, but rather, we support the organizations who do provide direct services. We help them to better understand the needs in their community and to measure the impact their work is having.

We provide have two major lines of work:
1. The Coachella Valley Community Health Survey
2. Customized research and evaluation consulting for clients (primarily nonprofits)

About the Job Opening

Position Title: Research and Evaluation Associate
Location: Palm Desert, CA
Position: Full-time (1 FTE)
Reports to: Director of Research and Evaluation, Dr. Casey Leier
Description: The Research and Evaluation Associate supports the Director of Research and Evaluation to design and implement a wide range of applied social science research. The Research and Evaluation Associate will be expected to interact with clients, design research and evaluation tools and protocols, collect data in a variety of methods, analyze both quantitative and qualitative data, and write reports to communicate findings to lay audiences.

Primary Responsibilities:
- Design appropriate research and evaluation plans, protocols, and instruments for a variety of 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, literature reviews, data entry, conducting interviews and focus groups
- Analyze quantitative data (using SPSS) through descriptive and univariate statistics
- Analyze qualitative data using the best practices methods in the field
- Write research and evaluation reports that accurately summarize findings and are understandable for a lay audience, including narrative, tables, charts, and other data visualization tools as appropriate
- Network with the community to develop business and secure new research and evaluation contracts for HARC
- Actively seek out potential research and/or evaluation clients for HARC, such as available Requests for Proposals (RFPs), grants, and other opportunities for expansion of HARC's client-base
- Help market HARC's research and evaluation services

Schedule
- Work is typically performed between of 8:30 am and 5:00 pm, Monday through Friday
- Flextime/flexplace is allowed and encouraged to support work-life balance
- Occasional weekend, early morning, or evening work may be required (approximately once or twice per month)

Working Conditions:
- Shared office environment (open cubicle design)
- Frequent (1 to 3 times a week) travel to meet with clients and partners throughout Southern California (primarily Inland Empire)
- Part-time work-from-home arrangements are possible
- Noise level is moderate (e.g., computers, printers, phone conversations, etc.)

Compensation
- Salary range from $40,000 to $48,000, depending on experience
- Reimbursement for health insurance, dental insurance, and life insurance, up to $800 per month
- Cell phone allotment of $100/month
- 401K plan available
- Parking permits paid by HARC
- Mileage reimbursement
- 11 paid holidays per year
- 18 days of paid time off (PTO) per year (PTO benefits begin on the first day of employment and are accrued monthly), increases with tenure

About Our Ideal Candidate

Must-Haves (Required):
- Bachelor's degree in psychology, sociology, public health, business, or other similar field
- Fully fluent in English (reading, writing, and speaking)
- Passion for research/evaluation/all things data geeky
- Basic understanding of quantitative and qualitative research methods, evaluation
- Willing and able to learn quickly in a fast-paced environment
- Proficient in Microsoft Office (including Word, Excel, PowerPoint)
- Ability to take initiative, work independently, and function as a part of a team
- Ability to manage multiple tasks/project, 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 (many clients are LGBTQIA, communities of color, low-income, etc.)

Would-Like-to-Haves:
- Master's degree in psychology, sociology, public health, or other similar field, ideally including coursework in statistics, research methods, etc.
- Fully fluent in Spanish (reading, writing, and speaking)
- Demonstrated knowledge and experience in research and evaluation methods
- Experience developing quantitative and/or qualitative research tools
- Experience collecting data, including administering surveys, conducting interviews and focus groups
- Experience analyzing quantitative and qualitative data
- Proficient in SPSS; ability to perform basic statistical analyses (such as chi-square analyses, t-tests, descriptives, etc.)
- Experience with social media (Facebook, Twitter, LinkedIn, Google+)
- Experience in grantwriting
- History of creating successful research and evaluation proposals in response to request for proposals (RFPs)
- Familiarity with the Inland Empire community (businesses, nonprofits, etc.)
- Passionate and knowledgeable about wellness and social determinants of health

Icing-on-the-Cake:
- Advanced statistical analysis experience (e.g., multi-level modeling, network analysis, etc.)
- Graphic design expertise
- GIS mapping expertise

Other Information

Non-Discrimination Statement
HARC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

HARC is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

To Apply
Submit via email a cover letter, résumé/CV, and a writing sample to Dr. Jenna LeComte-Hinely, CEO of HARC: jlecomte-hinely@HARCdata.org

Your writing sample should be something that best demonstrates your skills. Staff at HARC engage in all kinds of writing, including research reports, data briefs designed for the lay person, press releases, blog posts, social media posts, grant proposals, and more. Thus, pick a writing sample that aligns with any one of these writing styles and showcases your expertise.

If you have experience in graphic design, infographics, GIS mapping, etc., please feel free to send a work sample of those along with your other materials.

Hiring Process and Timeline
This position is open until filled. We hope to hire a candidate in July 2017. Our next phase of the process will be to interview qualified candidates. You should get an email from a HARC staff member within one week of applying. If you do not, please give us a call after one week has passed.