



Job Opening: Bilingual Community Researcher

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. Visit www.HARCdata.org to learn more about us, our team, and what we do.

HARC provides research and evaluation services that relate to health, wellness, and quality of life. HARC conducts community-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 help them to better understand the needs in their community and to measure the impact their work is having.

We 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

We are looking to add a researcher to our team. Depending on your experience and education, you may be either a Research Associate or a Research Assistant. We are open to either! The table below demonstrates the differences between the two.

	Assistant	Associate
Education level	Pursuing a bachelor’s or have a bachelor’s	Pursuing a master’s or have a master’s
Experience	Less than one year of research experience	At least 1 year direct research experience
Expectations	Support other staff members on projects	Capable of leading research or evaluation projects
Pay	\$18 to \$21/hour	\$22 to \$24/hour

Location: Palm Desert, CA

Position: Full-time desired (willing to start with half-time for the ideal candidate if desired)

Reports to: Director of Research and Evaluation, Dr. Casey Leier

Description: This researcher supports the Director of Research and Evaluation to design and implement a wide range of applied social science research. This researcher will be expected to interact with clients, community members, and the public (e.g., networking, attending meetings, collecting data in-person, etc.). They will be expected to collect data using a variety of methods, write up reports, and assist with publicizing HARC's services. Because HARC is a small team, this researcher may also have other duties as assigned, such as grant-writing, public speaking, data analysis, etc.

Projects will likely include research and evaluation work in public health such as:

- Community health needs assessment of the Coachella Valley
- Secondary research on public health topics
- Client satisfaction surveys for health clinics
- Evaluation of grantmaking in the health/mental health field
- Focus groups and community outreach related to public health
- Program evaluation of physical fitness programs for seniors
- Use existing data to write reports on the health of special populations such as Alzheimer's caregivers and seniors

Primary Responsibilities:

- 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
- Conduct basic descriptive analyses on data (e.g., mean, median, range, etc.)
- 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
- Participate in networking events such as community forums, collaboratives, meetings to represent HARC and to seek out opportunities for new HARC projects-for-hire
- Help publicize HARC's work via traditional media, social media, and one-on-one networking
- 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 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 (avg. 1 time/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

- Hourly pay ranges from \$18 to \$24/hour, depending on education and experience
- Mileage is reimbursed at the federal rate

Benefits

Benefits will vary based on whether you are full-time or half-time. See table below.

	Full-Time	Half-Time
Reimbursement for health insurance, dental insurance, life insurance (begins after the successful completion of the 3-month probation period)	\$800/month	\$400/month
Cell phone allotment	\$100/month	\$50/month
401k available (program eligibility begins immediately, matching begins after 1 year)	Employer matching up to \$100/pay period	No employer matching, program still available
Paid holidays per year	11 days/88 hours	5.5 days/44 hours
Paid time off (vacation, sick, personal leave all combined; benefits begin on the first day of employment and are accrued monthly), increases occur every two years	18 days/144 hours	9 days/72 hours

Other Important Factors

- We would ideally like this individual to start with us full-time ASAP. However, if the ideal candidate is still completing a degree, etc., we are willing to hire them half-time, with the assumption that they would become full-time in summer 2020.
- All positions at HARC begin with a three-month probation period. During this period, the new researcher will have regular meetings with the Director of Research to discuss performance and progress. Should performance not be deemed sufficient, employment will be terminated during the probation period.

About Our Ideal Candidate

Must-Haves (Required):

- Education: Must be at least actively pursuing a Bachelor's degree in psychology, sociology, public health, business, or other similar field
- Language:
 - Fully fluent in English (reading, writing, and speaking)
 - Fully fluent in Spanish (reading, writing, and speaking)
- Knowledge, Skills, and Abilities:
 - Proficient in Microsoft Office (including Word, Excel, PowerPoint; there will be a basic proficiency test)
 - Strong oral and written communication skills
 - Basic understanding of research methods
 - Cultural competency and respect for persons (many clients are LGBTQIA, communities of color, low-income, etc.)
 - Off-the-charts attention to detail, excellent organizational skills
 - Willing and able to learn quickly in a fast-paced environment
- Personality and Work-Style:
 - Ability to take initiative, work independently, make decisions on your own
 - Ability to manage multiple tasks/project, prioritize, and meet deadlines
 - Outgoing, confident personality; not afraid to approach strangers to invite them to participate in survey research or to lead a focus group, etc.
 - Passion for serving your community and improving lives
- Other:
 - Valid driver's license, personal auto insurance, and functional personal vehicle to allow for occasional travel within Southern California
 - Familiarity with the Inland Empire community

Additional Would-Like-to-Haves:

- Education: Bachelor's degree in psychology, sociology, public health, business, or other similar field
- Knowledge, Skills, and Abilities:
 - Demonstrated knowledge and experience in research and evaluation methods, including developing research tools, collecting data, analyzing data (quantitative and/or qualitative)
 - Proficient in SPSS; ability to perform basic statistical analyses
 - Experience with social media (Facebook, Twitter, LinkedIn, Google+)
- Personality and Work-Style:
 - Passion for research/evaluation/all things data geeky
 - Passionate and knowledgeable about social determinants of health

Icing-on-the-Cake:

- Education: Master's degree in psychology, sociology, public health, or other similar field, ideally including coursework in statistics, research methods, etc.
- Knowledge, Skills, and Abilities: Graphic design 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

Please submit the following materials to Dr. Jenna LeComte-Hinely, CEO of HARC:

jlecomte-hinely@HARCdata.org

1. Cover letter
2. Résumé /CV
3. Writing Sample

Your writing sample should be something that best demonstrates your skills, and is preferably a document in which you are first author. 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 by February or March. 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.

Our process is typically as follows:

- Vetting candidate letters, résumés/CVs, and writing samples
- Phone interviews for qualified candidates
- In person-interview, computer skills proficiency test, and performance test for top three to five candidates
- Job offer to top candidate