Position Announcement: Research & Evaluation Coordinator

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<th>Organization:</th>
<th>Institute of Women &amp; Ethnic Studies</th>
<th>Position Type:</th>
<th>Full Time</th>
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<td>Division:</td>
<td>Research &amp; Evaluation</td>
<td>Classification:</td>
<td>Exempt</td>
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<td>Reports To:</td>
<td>Research &amp; Evaluation Manager</td>
<td>Travel Required:</td>
<td>Yes</td>
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**Organizational Background**

The Institute of Women and Ethnic Studies (IWES) is a national, not-for-profit health organization dedicated to improving the physical, mental, and spiritual health and quality of life for women, their families and communities of color, particularly among marginalized populations, using community-driven research, programs, training and advocacy.

**Job Summary**

The Research & Evaluation division oversees the evaluation of our programs and processes for continuous quality improvement. Both internal programs, and our many collaborations with partners and stakeholders on external issues have unique needs with regards to data management, data collection, and the presentation of outcomes. In addition to maintaining fidelity to funder requirements for evaluation and reporting, the Research & Evaluation (R&E) division works closely with IWES staff in all divisions and external partners to document and collect additional data to be used in research, publications, and program/initiative refinement. The R&E team specializes in designing and conducting mixed methods research and evaluation activities and has a growing collection of scholarly publications and presentations at national and international conferences.

The Research & Evaluation Coordinator is responsible for supporting the day-to-day responsibilities of research and program evaluation activities of the organization. This position will promote the mission of IWES by working closely with other IWES divisions and program staff to support their educational, training, and community-based advocacy activities as related to research and evaluation funding requirements and operational tasks.

IWES is currently operating remotely and exploring hybrid work options, therefore applicants should be available to attend in-person meetings and activities as necessary.

**Organizational Relationship**

The R&E Coordinator reports directly to the Research & Evaluation Manager and Director of Programs. Given R&E’s cross-programmatic role, the Coordinator will work closely with department staff and other division (e.g. Adolescent Sexual & Reproductive Health, Collective for Healthy Communities, HIV/STI Prevention, Maternal & Child Health, and Communications staff on related activities and events as needed, including interns and volunteers when necessary.

**Duties and Responsibilities:**

- Support the coordination of research and evaluation activities, including design, recruitment and
engagement, data collection, analysis, and dissemination of findings/outcomes required for each study or program.

- Work with the Research & Evaluation Manager to ensure all technical aspects of data collection are addressed and resolved promptly.
- Assist with the administration of program evaluations and survey instruments in accordance with evaluation and research protocols.
- Report any data collection concerns to the Research & Evaluation Manager as appropriate.
- Work with the Research & Evaluation team to develop strategies for retaining project participants, including planning and organizing participant engagement and follow-up activities.
- Collect and enter program data, and assist in maintaining project databases.

Knowledge and Skills Required:

- Master’s degree in Public Health or related social sciences field
- Minimum of two years of experience with community-based research, particularly with program implementation and evaluation.
- Working knowledge, skills, and abilities relating to public health topics such as: youth risk reduction interventions, sexual health and reproductive justice, mental and emotional health, maternal and child health, HIV/STI counseling & prevention, and environmental health.
- Working knowledge of both quantitative and qualitative research methodologies, data management, data preparation, data analysis & presentation.
- Proficient in developing data collection tools such as surveys and interview guides.
- Proficient in interview facilitation such as in-depth interviews and focus groups.
- Proficiency in current versions of Windows, Microsoft Office, and Google Workspace.
- Proficiency with applicable analytical and evaluation software, database and spreadsheet programs, such as: Microsoft Excel, REDCap, SAS, SPSS, Atlas.ti, Efforts to Outcomes (ETO).
- Excellent interpersonal and written communication skills.
- Ability to work independently and among a team.
- Excellent organizational and time management skills.
- Commitment to organizational mission.
- Sensitivity to cultural, racial, ethnic, linguistic and sexual diversity.
- Proficiency in Spanish is a plus.
- Reliable personal transportation.
- Willingness to work night and weekend hours as requested; periodic travel is necessary.

Base salary: $55,000. Additional compensation will be considered based on experience. Excellent benefits package and professional growth opportunities.

As a condition of employment, newly hired employees will be required to provide proof of their COVID-19 vaccination.

Candidates are invited to send Cover Letter, Resume and at least 1 professional reference no later than Friday, April 23, 2023 to:

Attn: Chief Operations Officer, Zoe Francis
jobannouncement@iwsnola.org
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