Job Title: Research & Evaluation Manager

Position Type: Full Time

Division: Research & Evaluation

Classification: Exempt

Reports To: Director of Research & Evaluation

Travel Required: Yes

Job Summary

The Research Manager is responsible for the day to day management of all research activities of the organization. This position will promote the mission of IWES by working closely with other program staff to support educational, training, and community-based advocacy activities of the organization.

Key Functions and Responsibilities

- Supervise research team members and maintain work plans on program deliverables.
- Maintain research activities community partners, stakeholders and consultants.
- Work on assigned research projects in collaboration with Executive Leadership Team.
- Develop qualitative and quantitative research protocols and tools for existing and future programs focused on reproductive health, emotional well-being and community wellness.
- Work with program staff to support qualitative and quantitative data analysis for research activities.
- Lead organizational activities to develop shared data systems and indicators on assigned research projects.
- Produce interim and final reports on research activities, including methodology, findings, limitations and recommendations.
- Support and participate in grant writing, publications, presentations and program reports for funders.
- Assist in the supervision of volunteers and interns, when necessary.
- Work with a broad coalition of public health educators, academics, service providers, and community organizers for program implementation and research.

Knowledge and Skills Required

- Advanced graduate degree, with concentration and minimum of three (5) years of experience in research design, qualitative and quantitative evaluation/assessment, and statistical analysis required, extensive experience in research, assessment, and evaluation methodology.
- Extensive knowledge of qualitative and quantitative research methodology.
- Knowledge, skills, and abilities relating health disparities, mental health, sexual/reproductive health, and adolescent health issues are also required.
- Proficiency with SAS, STATA, ATLAS ti. and other applicable analytical and software, database management and spreadsheet programs, Microsoft Office; knowledge of Efforts to Outcomes (ETO) preferred.
- Excellent interpersonal and written communication skills, preferably including experience in cross-cultural exchanges.
- Excellent organizational and time management skills.
- Ability to work independently and as a team member.
- Commitment to organizational mission.
Salary commensurate with experience; excellent benefits package.

Email or mail cover letter, resume, and 3 professional references no later than Friday, November 27, 2020 to:

Institute of Women & Ethnic Studies
Attn: Research & Evaluation Manager
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New Orleans, LA 70122
jobannouncement@iwesnola.org