



## **Job Description for: Research Analyst**

**Program Area:** Research and Evaluation

**Job Classification:** Exempt, Full-time

**Reports to:** Director of Research and Evaluation

**Last updated:** July, 2022

### **Organization Summary**

Community Health Councils (CHC) is a non-profit, community-based health education, advocacy and policy organization established in 1992 in response to the growing health and healthcare crisis. CHC's mission is to collectively build equitable systems. CHC has been at the forefront of systems change work to eliminate disparities in health and well-being. Our policy areas include Health Systems, Food Justice, and Community and Economic Resiliency. Each area represents a unique opportunity to engage members of impacted communities in program and policy development through a wide variety of community interventions and strategies as well as representation and leadership through the coalitions and collaborations convened. With a primary focus on South Los Angeles, CHC works at the local, state, and national level to improve the health of under-served and marginalized communities.

### **Summary Description**

CHC's social change model places research as a core component of its policy and systems change work. The Research Analyst will support the design and implementation of research and evaluation across CHC's policy and community initiatives work, focusing on supporting research and evaluation needs for the Community Health Worker (CHW) Outreach and Engagement initiative, our Best Start space, and other Ad Hoc research projects. In addition, the Research Analyst will support technical training and capacity building around research and evaluation, utilizing a community-based participatory research (CBPR) and equitable evaluation frame..

### **Essential Duties and Responsibilities**

- Assist in design of research projects and evaluation planning, ensuring sound methodology that adheres to initiative goals and CHC's expectations, places community voice and benefit at the core of design, and respects any potential constraints on time, budget, and additional resources.
- Manages timelines and coordinates research and evaluation activities across multiple stakeholder partners with different capacities, availabilities, resources and engagement.
- Manages data collection, data entry, and analysis of both quantitative and qualitative data:
  - Qualitative methods include literature reviews, case study research, focus groups (multiple formats), individual in-depth interviews, photo journaling, and observation.
  - Quantitative methods include intercept field surveys, online surveys, secondary/public data retrieval, online analytics.
- Retrieves, organizes, and presents secondary data relevant to and supportive of CHC policy priorities and initiatives.
- Supports design and facilitation of trainings, both internal and external, around data literacy, research design, data collection methods, analysis, and reporting.
- Prepares research and evaluation findings through presentations, narrative reports, blog posts, etc.
- Supports CHC staff across all teams in research and evaluation needs, including ad hoc requests for data and research references.
- Supports management and coordination of research contractors, interns, and volunteers to conduct research to CHC standards of practice and values.

- Promotes and implements equitable evaluation frameworks and practice (see <https://www.equitableeval.org/framework>).
- Regular and predictable attendance is required.
- Employee may be assigned additional or alternate duties as organizational needs require.

### **Minimum Qualifications and Experience**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required typically required.

- Master’s degree or higher in public health, public policy, urban planning, public affairs, sociology, anthropology, social welfare or other related field; and
- 1 additional year of experience in research and/or evaluation in a nonprofit, foundation, or governmental setting, or equivalent combination of education and experience.
- Solid working knowledge of research and evaluation methods including experience with community surveys, quantitative design, analysis, and mixed methods approaches.
- Experience working with Census and public health data, including ability to conduct data transformations.
- Strong Skills in MS Excel and/or SPSS/STATA or other analytical tool, including ability to create data bases for data entry/cleaning, ability to use formulas for basic descriptive analysis, ability to create charts and present data in professional format, ability to conduct basic descriptive and some inferential analyses. (preferred)
- Qualitative analysis skills, including coding, content, and thematic analysis ((desired).
- Working knowledge and experience of mapping and data visualizations tools like ArcGIS and Tableau (desired).

### **Other Knowledge, Skills, Abilities**

- A commitment to CHC’s values, mission, and vision – evidenced, in part, by exhibiting a high level of personal and professional integrity, humility and humanity. Strong commitment to advancing social justice and equity.
- Strong communication skills: ability to exercise diplomacy, gather information from others, make inquiries and synthesize information; ability to convey information and explain or discuss organizational policy and procedure with others in person or virtually
- Ability to work with staff and community members from diverse racial, sexual orientation, gender identity and cultural and socioeconomic backgrounds.
- Ability to manage multiple competing priorities while adhering to deadlines.
- Comfortable in team-oriented environment based on open, transparent, continual communication, information sharing and inclusive decision-making.
- Knowledge of Microsoft Office Suite, including Microsoft Outlook, Word, Excel, and PowerPoint is required. Knowledge in Asana and Salesforce is a plus.

### **Other Position Requirements**

- Willingness and ability to travel locally.

### **Physical and Emotional Demands**

While performing the duties of this job, the employee is required to:

V – Very Often / F – Frequently / O – Occasionally / R - Rarely
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<b>Sit</b>	<b>V</b>	<b>Use keyboard</b>	<b>V</b>	<b>Stoop, kneel, crouch or crawl</b>	<b>R</b>	<b>Hear</b>	<b>V</b>
<b>Stand</b>	<b>V</b>	<b>Use hands to feel</b>	<b>V</b>	<b>Climb or balance</b>	<b>R</b>	<b>Talk</b>	<b>V</b>
<b>Walk</b>	<b>O</b>	<b>Reach with hands/arms</b>	<b>V</b>				

This job requires that the employee must rarely lift or move up to 10 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually very quiet.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties listed. The inability to cope with a stressful work environment does not constitute a protected disability.

*Community Health Councils is a non-profit, community-based health advocacy, policy and educational organization. We offer a competitive salary and generous benefits including medical, dental, vision and 403b plans; vacation, sick and holiday benefits. CHC is an equal opportunity employer. Women and persons of color are encouraged to apply.*

**TO APPLY:** Please email a Cover Letter and Resume as separate attachments to [humanresources@chc-inc.org](mailto:humanresources@chc-inc.org) and include the exact title of the position you are applying for in the subject line of your email. Applications without a cover letter will not be considered.