



Evaluation and Measurement Research Associate

Position Summary:

The evaluation and measurement research associate will support our evaluation, measurement, and research activities within American Indian and Alaska Native communities (AIAN) by planning, implementing and coordinating evaluation activities. The associate will work closely with the Senior Project Director in fulfilling the work of the organization by supporting project activities for the International Association for Indigenous Aging's (IA²'s) Alzheimer's Disease Program Initiative, Centers for Disease Control and Prevention (CDC)-funded Healthy Brain Initiative and other IA² projects.

Knowledge of Indigenous evaluation methods and principles and community-based participatory engagement methods are essential. The role will assist with designing program evaluation plans, tools, educating AI/AN communities on the use of tools and evaluation processes, receiving and analyzing data, and drafting progress and final reports. Our approaches to evaluation recognize and respect tribal sovereignty and place a high value on capacity-building within the communities we work.

The ideal candidate should be tech-savvy, organized, outgoing, efficiently and independently able to multi-task across multiple professional communications platforms and enjoy working in a small mission-driven work environment.

Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian heritage certified by tribe of affiliation or other acceptable documentation of Indian heritage.

This is currently a 100% virtual position. Candidates who live outside of the Washington DC Metro area are welcome. A home office infrastructure that includes high-speed internet access and professional desk/office space and arrangements must be in place before the employment start date.

Duties and Responsibilities:

- Participate in IA² project team activities.
- Serve as a liaison to tribes, tribal organizations, urban Indian organizations, and Alaska Native community partners (clients).
- Assist with design and implementation of evaluation and measurement plans that incorporate best practices in evaluation methodologies and principles of Indigenous evaluation, including co-creation of evaluation plans with AI/AN community partners.
- Conduct basic qualitative and quantitative evaluation and research activities, including online searches, reviewing hard-copy resources, conducting literature reviews, surveys, focus groups, key informant interviews, continuous quality improvement activities, data analysis, and other support work as assigned.
- Educate community partner staff on qualitative and quantitative evaluation methods and tools and techniques and facilitation of data collection and gathering for process and outcome evaluations (both formative and summative).
- Support data collection, data management, project coordination, and project documentation at community partner sites.
- Track, maintain and report on evaluation protocols as outlined by federal funding entities and/or client contracts or statements of work.
- Analyze qualitative and quantitative data using evidence-based methodologies as appropriate for the design.
- Contribute to developing internal and external reports, memos, tools, issue briefs, and journal manuscripts.
- Schedule measurement and evaluation-related meetings with internal and external participants and provide



logistical support before and during calls, meetings, training, webinars, and learning communities.

- File and retrieve documents, records, reports, and other correspondence; maintain an accessible electronic filing system.
- Use and maintain internal project management database (Asana) for position-related activity tracking and help others leverage this tool effectively.
- Engage in special projects and other tasks as directed.

Requirements and Other Qualifications:

- College degree in a research-related field, social sciences, public health, education, social services, or other relevant field.
- Three or more years of experience working collaboratively with AI/AN communities in an evaluation or research capacity.
- Professional experience working with American Indian or Alaska Native populations.
- Knowledge of the diversity of Native communities and cultural humility to enable work within the customs and traditions of various AI/AN communities.
- Experience with community-based participatory research processes and knowledge of Indigenous principles of evaluation.
- Experience developing and implementing evaluation plans, data collection plans, and instruments, both qualitative and quantitative.
- Excellent analytical abilities.
- Experience with quantitative or qualitative statistical software.
- Strong organizational skills, attention to detail, and ability to manage many tasks simultaneously, completing tasks on time and under budget.
- Knowledge of Institutional Review Board (IRB) processes.
- Demonstrated proficiency in written communication for document composition and proofreading purposes—familiarity with APA writing style and guidelines is desirable.
- Professional experience with Alzheimer's disease and related dementias and/or public health is preferred.
- Proficient in technology with the ability to rapidly learn new programs and software, including a high degree of proficiency in Microsoft Office applications to include: Outlook, Word, Excel, PowerPoint, Teams
- Strong commitment to health equity and racial justice.
- Ability to work with diverse groups of people.
- Excellent follow-up and follow-through skills.
- Pro-active, collaborative, flexible and creative work style to solve problems.
- Must possess polished verbal and written communication skills and telephone etiquette.

Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian heritage certified by tribe of affiliation or other acceptable documentation of Indian heritage.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian Preference, all candidates will receive equal consideration without regard to race, color, gender, religion, national origin, or other non-merit factors.

Age Discrimination in Employment Act (ADEA): IA² abides by the mandates of the ADEA (protecting individuals 40 years and older) and considers age a non-merit factor in all employment decisions and considerations.



This is a grant-funded position. Employment is contingent upon funding availability.

Job type: Full time

Salary: \$52,000 per year

Schedule: Monday to Friday, Business Hours w/ Some Flexibility; Some travel required.

Benefits: Paid time off

US work authorization: Required

Start: Immediate

To apply:

- Submit a current resume and cover letter specific to the position you are applying to: admin@iasquared.org.
- Note your name and title of the position for which you are applying in the subject line of your email.
- No phone calls.