



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 and research activities. The associate will work closely with the Senior Project Director in fulfilling the work of the organization by supporting project activities principally for the International Association for Indigenous Aging's (IA²'s) Alzheimer's Disease Program Initiative, and also Centers for Disease Control and Prevention (CDC)-funded Healthy Brain Initiative and other IA² projects.

The role will assist with designing program evaluation plans and data collection tools, educating AI/AN communities on the use of tools and evaluation processes, all aspects of implementing the evaluation plan including data management (entry to analysis), and writing interim, progress and final reports for funders and clients. Demonstrated experience with mixed-methods research is required. Knowledge of Indigenous evaluation methods and principles and community-based participatory engagement methods are essential to this work.

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, detail-oriented, outgoing, engaging, efficient and independently able to multi-task across multiple professional communications platforms and enjoy working in a small mission-driven work environment.

A spirit of open and ongoing communication (internally and externally), passion for understanding and helping AI/AN populations, and an entrepreneurial attitude are keys to our culture and workflow.

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 and point of contact for tribes, tribal organizations, urban Indian organizations, and Alaska Native community partners (clients).
- Develop internal and external reports on evaluation activities, memos, tools, issue briefs, and journal manuscripts.
- Design and implementation of evaluation plans that incorporate best practices in evaluation and research methodologies and principles of Indigenous evaluation, including co-creation of evaluation plans with AI/AN community partners.
- Design and conduct qualitative and quantitative research activities, including grey literature searches, reviewing hard-copy resources, conducting scientific literature reviews, surveys, focus groups, key informant interviews, continuous quality improvement activities, data analysis, and other support work as assigned.
- Manage data collection, entry, cleaning, coding, and analysis of quantitative and qualitative data.



- Analyze qualitative and quantitative data using evidence-based methodologies, including descriptive and statistical analysis methods as appropriate for the design.
- 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.
- 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).
- 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) daily 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:

- Strong commitment and passion for health equity and racial justice.
- Master's degree in a research-related field, social sciences, health, public health, education, or other relevant field or strong record of demonstrated experience in lieu of degree.
- Two or more years of professional experience working in an evaluation, analysis, or research capacity.
- Professional experience working with AI/ AN communities or populations.
- Professional experience working on aging, Alzheimer's disease and related dementias and/or public health is preferred.
- Polished verbal and written communication skills and telephone etiquette are critical.
- Experience independently developing and implementing research and/or evaluation plans, data collection plans, and research instruments, both qualitative and quantitative.
- Excellent analytical abilities and hands-on experience with statistical analyses including results interpretation.
- Demonstrated experience with quantitative or qualitative statistical software.
- Demonstrated experience using online survey software to include setup, collection, and analysis of online survey results and for data management purposes. (We use SurveyMonkey.)
- Demonstrated proficiency in written communication for document composition and proofreading purposes—familiarity with APA writing style and guidelines is desirable.
- Experience with community-based participatory research processes and knowledge of Indigenous principles of evaluation.
- Knowledge of the diversity of Native communities and cultural humility to enable work within the customs and traditions of various AI/AN communities.
- Strong organizational skills, attention to detail including data verification and analysis, and ability to manage many tasks simultaneously, completing tasks on time and under budget.
- Knowledge of Institutional Review Board (IRB) processes.
- 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, PowerPoint, Teams. With demonstrated expertise in Excel.
- 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.

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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 contract-funded position. Employment is contingent upon funding availability.

Job type: Full time

Salary: Up to \$52,000 per year, commiserate with experience.

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, cover letter specific to the position you are applying for, and writing sample: 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.