

Job Description: Research and Evaluation Specialist



Status: Full-time

Salary: \$55,000-65,000 depending on experience

Location: Remote, office space available at Esperanza United's main office in St. Paul, MN

Reports to: Research and Evaluation Manager

Position overview

The Research and Evaluation Specialist oversees qualitative and mixed-method data collection and analysis for several dynamic research projects focusing on diverse Latin@ populations. This position works closely with the Director and Manager of Research and Evaluation to develop and implement qualitative and mixed-method data collection protocols in collaboration with advocates and program staff. The Research and Evaluation Specialist is integral in supporting Esperanza United's gender-based violence intervention and prevention program evaluation and disseminating findings through written reports, presentations, and other external-facing communication channels.

About us

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide.

Core responsibilities

- Works closely with the Director of Research and Evaluation and Research Manager to develop and implement qualitative and mixed-method data collection protocols in collaboration with advocates and program staff.
- Oversees data collection and analysis for several research projects working with vulnerable and diverse Latin@ populations.
- Supports program evaluations of local and national programs addressing gender-based violence intervention and prevention.
- Supervises and trains undergraduate and graduate student research assistants.
- Leads recurring meetings with advocates, staff, and project management leads.
- Transcribes and codes English and Spanish qualitative data from listening sessions or interviews.

- Supports the dissemination of project findings through written reports, presentations, and other external-facing communication channels.
- Supports the capacity building of Latin@ advocates and organizations with high-quality, relevant technical assistance and training.
- Applies new learnings, approaches, and practices to core position responsibilities and activities.
- Supports the development of grant proposals and funding for research and evaluation specific work, as well as requests from the leadership team for Esperanza United proposals.
- Actively participates in team meetings, workgroups, and organization-wide initiatives, for example, Anti-racism efforts.
- Contributes to a collaborative, positive organizational culture. Embodies the values and qualities of Esperanza United in external relationships.
- Performs other such duties as assigned within the scope of the position and program description, as well as those reflective of their experience, education, and ability.

Qualifications

- Education and experience
 - › Master's Degree or equivalent in community psychology or related fields, including public health, anthropology, sociology, or similar discipline. Three years related experience and bachelor's degree may be considered as equivalent experience.
 - › Professional experience in qualitative research methods and coding.
 - › Professional experience working with English and Spanish-speaking Latino communities.
 - › Experience in gender-based violence advocacy (e.g., related coursework, volunteer work, research, or campaign work related to domestic violence, sexual assault, dating violence, trafficking, childhood trauma, or other forms of GBV).
- Skills and abilities
 - › Keen attention to detail. Highly responsible and accountable.
 - › Excellent verbal and written communication skills with ability to tailor communication to various audiences.
 - › Critical thinker, problem-solver/solutions finder from strengths-based perspective.
 - › Ability to work with tight deadlines.
 - › Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.
 - › Demonstrated ability to synthesize complex information.
 - › Works effectively independently and in teams.
 - › Open to new ideas, innovation, and possesses an entrepreneurial spirit.

- › Highly collaborative and dependable, non-ego driven.
- › Adaptable, comfortable with emergence, complexity, and working with some ambiguity.
- › Utilizes sound judgment and decision-making.
- › Proficiency in use of PC computers, Microsoft and Adobe Suites and Excel, among others. Experience with qualitative data analysis software (e.g., NVivo) preferred.
- › Ability to relate to people at all levels of an organization and model behavior consistent with the Esperanza United’s vision, mission, and values.
- › Bilingual (Spanish/English) and knowledge of the Latina community and gender-based violence issues preferred.
- › Committed to a learning culture, including race equity/anti-racist practices.

Work environment

Esperanza United strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis)ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

Travel requirements

Outside of the context of COVID-19, there may some travel required.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

To apply

Send your cover letter, resume, and salary expectations in one PDF to Debra Emery at Demery@esperanzaunited.org with the subject header, “Your Name Application – Research and Evaluation Specialist.”

We will consider applications on a rolling basis, with priority for those submitted by March 28, 2022. However, applications will be accepted until the position is filled.