



**Epidemiologist I/Research Associate
Institute for Community Health**

We actively seek to broaden the diversity of our team, and especially encourage members of underrepresented communities to apply.

Note that this is a hybrid position and the successful candidate will need to be living in or relocate to the Boston area.

The Institute for Community Health (ICH) is a non-profit consulting organization that provides planning and assessment, participatory evaluation, applied research and data services to help local communities create sustainable health. The cornerstone of our mission is a commitment to community engagement in all aspects of the planning, evaluation and research processes, and a deep appreciation for the diverse experiences and values that communities contribute to health improvement.

ICH has extensive experience working across sectors and with a broad array of organizations and institutions, including community-based organizations, city and state governments, hospitals and community health centers, and academic institutions. Our work spans a wide variety of topic areas, including chronic disease, health systems, youth development, health disparities, substance abuse, and mental health, among others. Further information about our projects is available at <https://icomunityhealth.org/>

Salary range: \$65,000-\$70,000

Responsibilities:

The Epidemiologist I/Research Associate is responsible for carrying out the day-to-day activities of evaluation, research, and planning and assessment projects, and conducting both quantitative and qualitative data collection and analysis.

- Coordinate project and community partner meetings, including scheduling meetings, developing agendas, compiling resources and completing minutes
- Support development of project strategy, logic models and evaluation plans
- Develop surveys, focus group and interview guides and other project tools
- Collect data, including implementing surveys, conducting interviews and moderating focus groups
- Provide oversight to data management and complete data entry and data abstraction
- Participate in the analysis and interpretation of qualitative data
- Perform quantitative analytic tasks including data cleaning, formatting, labeling and combining datasets
- Perform primary and secondary quantitative data analyses using descriptive and bivariate methods, including but not limited to chi-square tests, McNemar's tests, paired and independent samples t-test, calculation of odds ratios, etc. under guidance of senior analytic staff
- Develop first written draft of quantitative methods and results summaries

- Utilize secondary data sources to create summary tables and charts for reports and presentations
- Participate in meetings and contribute to discussion regarding project activities
- Participate in the writing of reports and other dissemination materials (i.e. developing power point presentations) for community partners and funders; integrate qualitative and quantitative data in to reports
- Support revenue generation by working with senior staff and project teams to write grants and proposals

Requirements:

- Experience in research or evaluation, including developing data collection instruments and collecting and analyzing quantitative and qualitative data. Must have had experience outside of coursework, through internships and/or jobs.
- Must have taken intermediate level SAS programming classes (intermediate level R or STATA classes may be substituted as long as candidate has experience with SAS); Proficiency with Excel
- Bachelor's or Master's degree in public health, public policy, sociology, psychology, or related field
- High attention to detail, good organizational skills and ability to detect and diagnose data errors
- Be at ease interacting respectfully with community partners and community members
- Ability to balance multiple projects and be flexible in day-to-day work tasks
- Ability to work collaboratively with other ICH staff
- Excellent written and oral communication skills
- Be at ease interacting respectfully with community partners and community members
- Ability to travel independently to meetings locally, regionally and statewide

To apply please send your cover letter and resume to Emily Chiasson at echiasson@icommunityhealth.org