

Research and Data Analyst
Job Class: Specialized Technical
Reports to: Senior Director of Evaluation & Policy
Exempt
Salary: \$60,000-65,000

This position works under the supervision of the Senior Director of Evaluation & Policy and in collaboration with the Evaluation & Policy Division. Specifically, this position is responsible for overseeing assigned areas of data and research.

Regarding research, this position will examine topics around Community Health Workers (CHWs) and health trends both at the national and state level. As such, this position requires an individual to research, synthesize, and provide recommendations suitable to the organization around these and other topics. Regarding data, this position will perform functions such as database construction and management, CommCare (mobile data collection app) team member, technical and evaluation support for staff, programmatic and organizational data analysis, and data visualizations in Tableau.

The position will interface with other staff, divisions, and programs to gather key information, disseminate findings, and explore solutions to various issues. As such, the ability to independently research, analyze, gather internal data, understand and utilize secondary research, assess quality of information and distill key information will be imperative. All work is driven by MHP Salud's Strategic Plan, policies, mission, goals, and vision.

ESSENTIAL FUNCTIONS

Research and Data management/analysis

In coordination with various key staff, divisions, and/or activities, perform both independent work and collaboration with key parties to ensure integration of products, effort, enhanced quality and utility.

- Understands and assesses existing research and literature for applicability, quality, triangulation, and appropriateness for subject and population. Ability to synthesize research and produce recommendations based upon program or organizational needs.
- Works independently within the Evaluation and Policy Division and cross-divisionally to provide secondary research around an assigned topic, including providing comparables for programmatic outcomes or program data.
- Assist Revenue Development Division by providing key data for portions of grant proposals as requested.
- Assists programmatic team with key initiatives that require expertise in research.
- Explores new ideas or concepts by providing key data and research around the assigned topic.
- Supports staff in development of data collection tools with minimal oversight and supports staff in developing structures and processes for data analysis, interpretation, and reporting.

- Completes components of the organization's monthly data download in coordination with the Data Analyst & Systems Manager.
- Serves as administrator and/or back-up administrator for evaluation related platforms including Commcare (mobile data collection app).
- Examines and reports on data via reports, Tableau visualizations, or other modalities.

Communication

Updates organization regarding key trends, developments, and pertinent research to enhance the organization's mission and Strategic Plan

- Provides summaries, reports, and other briefs with key data and research as assigned to support other areas such as Grant Writing, Data Analysis, Marketing, Leadership, Programming, etc. The deliverables created are targeted to audience and goal in terms of content, format, etc.
- Writes narrative reports, basic secondary data analysis and synthesis, distilled key informational points, and/or provides recommendations concerning specific assignments.
- Independently seeks out and interfaces with staff to obtain key internal data to better hone organizational recommendations and/or possibilities.
- Writes documents appropriate to task, audience, and population on subject area assigned including background, trends, and options for solutions.
- Stores and organizes key back up documents that support reports, communication, and recommendations.
- Collaborates on activities and projects within the scope of Evaluation & Policy Division.
- Disseminates key research projects throughout the organization.
- Participates in and/or leads evaluation focused presentations, webinars, abstracts, or similar event.

Other

- Participates as a member of various teams as assigned
- Other duties as assigned

Knowledge and Skills Required:

- Ability to analyze information for quality and limitations as well as application.
- Ability to synthesize a large amount of information in briefs, summary reports, and in appropriate consumable form for intended audience.
- Understand research and methodological protocols sufficient to judge utility and applicability of data as well as its ability to support an overall position or conclusion.
- Ability to review, understand, and apply program evaluation and applied research principles and guidelines.
- Ability to operate, learn, and train on a variety of data collection and analysis platforms including SPSS, Excel, CommCare, and Tableau.
- Highly organized with ability to provide structure to their own work and adhere to timelines.
- Ability to work independently and/or as a productive member of a team with accuracy and reliability.
- Familiarity or ability to become familiar with primary health care delivery systems, minority health, health education program development, program implementation and evaluation as it enhances divisional functions and needs

- Technical competence sufficient to communicate via video chat, google chat, email, utilize multiple electronic and cloud-based systems.

Required Education and Experience:

- Earned Bachelor's degree in a field relevant to data, research, and/or evaluation. Earned Master's degree strongly preferred.
- Minimum of 2 years' experience in areas related to above job duties
- Excellent writing and verbal communication skills
- Understanding of program evaluation and contextual utilization of data required.
- Computer literacy with proficiency in spreadsheet, database, presentation, and Word processing software
- Ability to speak, read, and write Spanish highly preferred
- Bicultural experience preferred