



## JOB TITLE

# Research and Evaluation Associate

### Reports to:

Vice President for Research, Innovation and Evaluation

### Position Summary:

The Research and Evaluation Associate will provide project management and oversight of assignments in support of the Research and Evaluation Division's goal of providing timely and relevant data, research, and evaluation to inform EHF's strategic plan. The Research and Evaluation Associate is expected to contribute to a multitude of health data analyses, evaluation, and research projects using both quantitative and qualitative approaches. The Research and Evaluation Associate is primarily responsible for using analytical data and mapping software to produce analyses, reports and presentations on behalf of the research team. This position will be responsible for regular and confidential communication with the Vice President for Research, Innovation and Evaluation, EHF colleagues, and external academic and community partners. Working as part of the research team, the Research and Evaluation Associate will support the planning of and oversee projects to ensure that the Foundation's work is designed to transform the health of the 11 million people in the 57 counties of the Episcopal Diocese of Texas.

### Scope of Work:

- ▶ **Work** as a part of the research team to develop the Foundation's overall strategy for delivering on the vision, consistent with the direction set by the Foundation's board
- ▶ **Assist** the Vice President for Research, Innovation and Evaluation and members of the research team to ensure that all programs are carefully designed to deliver meaningful, quantitative and qualitative research and evaluation in accordance with the goals set by the organization and Board



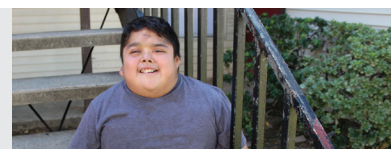
## Scope of Work (continued)

# Research and Evaluation Associate

- ▶ **Provide** data analytics support including analysis, interpretation and presentation of research and evaluation results
- ▶ **Conduct** regular data quality auditing; document data quality issues; and problem solve data issues in consultation with appropriate staff
- ▶ **Coordinate** the administration of multiple internal and external surveys and serve as the primary contact for survey participants
- ▶ **Assist** in monitoring the policy and research developments related to the implementation and impact of federal healthcare reform legislation in Texas
- ▶ **Conduct** background research and/or literature reviews to inform internal discussions about goals, priorities, and strategy development
- ▶ **Support** the Vice President for Research, Innovation and Evaluation in preparing for and conducting meetings



## Qualifications and Skills:



- ▶ A Master's degree in public health, public policy, or other related social science discipline is preferred; Applicants with a Bachelor's degree and a minimum of two years relevant work experience will be considered
- ▶ Demonstrated understanding of and interest in federal and state health policy and health care delivery system issues
- ▶ Experience in conducting web-based research, literature reviews, and environmental scans
- ▶ Familiarity in program evaluation, data management and analysis
- ▶ Proficiency in Tableau, ArcGIS and other data analysis and visualization software
- ▶ Comfortable with and/or willingness to learn quantitative and qualitative research methodologies
- ▶ Experience in developing presentations and/or summarizing research and mapping data and information targeting diverse stakeholders
- ▶ Strong written and oral communication skills
- ▶ A self-starter who is comfortable working in an environment of change
- ▶ Respect for diversity and knowledge of the region's demographics

Interested candidates should apply at <https://www.episcopalhealth.org/about/work-with-us/>

*All employees are expected to comply with EHF values, EHF citizenship expectations and EHF policies and procedures. These include: taking responsibility for actions and outcomes, being a good stewardship of resources, being transparent, being a team player, producing high quality work and maintaining a high level of productivity. All employees are expected to have sound knowledge of Microsoft Office software.*

*Salary will be set in accordance with the successful candidate's experience. In addition to salary, the candidate will receive Episcopal Health Foundation's employee benefits which include comprehensive health insurance coverage and a retirement plan to which the Foundation will contribute an amount equal to 9% of base salary.*

