



Position Title: Research Analyst

Department: Research

Reports to: Director of Research

FTE: 1.0 FTE

Organization Summary:

The Association of Asian Pacific Community Health Organizations (AAPCHO) is a national association of community health organizations serving Asian and Pacific Islander populations across the United States and its territories. AAPCHO's mission is to promote advocacy, collaboration and leadership that improve the health status and access of Asian Americans, Native Hawaiians and Pacific Islanders (AA&NHPs) within the United States, its territories and freely associated states, primarily through our member community health clinics. Our vision is to establish a standard of excellence for community-based health care that is equitable, affordable, accessible and culturally and linguistically appropriate to the people we serve.

Position / Role:

AAPCHO seeks a full-time Research Analyst to support our data analytics efforts. The Research Analyst will report to the Director of Research and work with research staff to provide quantitative data analysis for a variety of AAPCHO programs. Responsibilities will include but are not limited to quantitative and qualitative data analysis, data management, data validation, reporting, and maintenance of AAPCHO's data warehouse as well as related project coordination. The Research Analyst will also work closely with staff to strengthen AAPCHO's research capacity to better serve member community health centers and their efforts for improving AA&NHOPI community health care access, delivery, and outcomes. Some travel may be required.

Duties & Responsibilities:

Research and Data Analysis, and Project Coordination (60-70%)

1. Work with multiple community health centers nationally to collect, organize, clean, merge, maintain, validate, analyze, and report aggregated and individual health center data.
2. Conduct advanced quantitative analysis using data primarily from the data warehouse.
3. Develop validation processes and review and validate data on a regular basis to ensure its quality and integrity.
4. Coordinate and monitor research analysis and evaluation projects and progress including working with multiple community health centers nationally.
5. Work may also include qualitative data analysis (e.g. interviews, focus groups) as appropriate.

6. Develop grant reports and document progress, including but not limited to data analysis, summarizing findings, developing charts/tables, and creating Geographical Information Systems (GIS) maps.
7. Conduct research presentations at meetings and conferences.
8. Assist in research proposal development.
9. Strengthen communications and relationships with AAPCHO member community health centers, project sites, advisory committees, consultants, partners, and organizations involved with research on AA&NHOPH health.
10. Adhere to Research and Evaluation Protocols related to client confidentiality, safety, and data quality.
11. Other duties as requested by the Director of Research and Executive Director.

Administrative (20-30%)

12. Provide administrative support to the Research and Program Teams including but not limited to correspondence, follow-up activities, and coordination.
13. Organize and maintain project-related documents, databases, and resources.
14. Plan and organize project related meetings and teleconference calls.
15. Coordinate the development, promotion, and dissemination of research products.
16. Develop fact sheets and talking points relevant to project area.
17. Respond to technical assistance requests as needed.

General Agency (5-10%)

17. Foster an environment that promotes trust and cooperation amongst staff, management, and clients.
18. Assist in advocacy activities promoting the mission and vision of the organization.
19. Participate in staff and program team meetings.
20. Participate in organization's functional teams and ad hoc committees.
21. Participate in agency activities such as retreats and volunteer activities.
22. Other duties as requested by the Executive Director.

QUALIFICATIONS:

1. Bachelor's degree in Statistics, Economics, Mathematics, or health related field or commensurate experience required. Master's Degree and/or degree in Statistics preferred.
2. Strong quantitative, research, and data analytic skills. At least two years research and data analysis experience required. Experience using SPSS or another statistical analysis system. Experience in qualitative data analysis a plus.
3. Demonstrated knowledge and understanding of AA&NOPI community health issues required.
4. Experience working with health information technology (e.g. Electronic Health Records) and/or data warehouse strongly preferred.



5. Reading and writing fluency in AA&NHPI language a plus.
6. Experience in Geographical Information Systems a plus.
7. Experience in database programming for data warehouse a plus.
8. Excellent speaking and written skills, attention to detail, work ethic, and strong initiative required.
9. Ability to manage time and prioritize and coordinate multiple projects.
10. Ability to communicate and work effectively as a team member.
11. Proficiency with Mac, PC based computers and MS Office software required.
12. Two to four years community-based organization experience desired.
13. Knowledge of public health and the U.S. community/migrant health center system desired.
14. Ability to support and implement the mission and goals of AAPCHO.

APPLICATION PROCEDURES:

Mail resume to: AAPCHO
Research Analyst Hiring Committee
101 Callan Ave., Ste. 400
San Leandro, CA 94577

Or

Email: RA-Hiring@aapcho.org

If applying electronically, applicants should include "Research Analyst" in their email subject. Interviews will be granted according to the qualifications of the applicant. AAPCHO is an equal opportunity employer. Women and people of color are encouraged to apply.