



Research Coordinator Job Announcement
Applications Due: December 2, 2022
Start Date: January 5, 2023

POSITION SUMMARY

The Asian Pacific Institute on Gender-Based Violence (API-GBV) has created a new position for a Research Coordinator. Working in close collaboration with the Research & Evaluation Manager, this position supports activities and projects to identify and promote effective research and evaluation across multiple topics and areas.

This position is a full-time (40 hours per week), non-exempt position. Our main office operations are currently located in Oakland, California with other staff working from various locations within the US. We currently have 11 members on our board of directors and anticipate growing from 15 to 20 staff members within the next year. This position can work remotely from outside the Bay Area while maintaining close communications to the team. Our ideal start date is January 5, 2023.

JOB RESPONSIBILITIES

Research & Development 40%:

- Supports research literature searches and reviews, and others in performing study, survey or project tasks (e.g., develop research protocols, data collection, analysis)
- Helps with the identification and application of appropriate analytical methods and techniques to accurately interpret data
- Uses relevant primary and secondary research findings to assist with making action-oriented recommendations
- Contributes to the production of publications, applied research papers, articles, fact sheets, surveys, community-focused publications, and reports

Evaluation & Performance Measurement 40%:

- Supports in the development, implementation, and evaluation of activities related to regular community needs assessments and evaluations
- Assists with developing survey questions, identifying and interviewing participants, and analysis and presentation of findings
- Assists with identifying and developing resources, examples, and templates to support evaluation activities

- Supports in the design of methods and tools to collect valid and reliable qualitative and quantitative information
- Coordinates data collection efforts
- Assists in the analysis of quantitative and qualitative data
- Assists with the development of written progress reports, presentations, and other materials for funders and partners

Project Administration 20%:

- Creates and updates contact lists for survey distribution
- Manages and coordinates all administrative tasks pertaining to research and evaluation
- Updates coalition manager database, maintaining detailed records of research-related activities
- Actively participates in team meetings, workgroups, and organization-wide initiatives
- Other related job duties as assigned

QUALIFICATIONS

- Education & Experience
 - Undergraduate degree in social or behavioral science, public health, or a related field
 - A minimum of 2 years of experience conducting quantitative and/or qualitative research and methodology or coordinating research-related activities, preferably in a GBV context
- Knowledge, Skills & Abilities
 - Demonstrated knowledge of gender-based violence within the AAPI or ME community and the intersections with race, ethnicity, culture, immigration, language justice, among other considerations and lived realities
 - Strong verbal and written communication skills with ability to tailor communication to various audiences
 - Proficiency in use of Qualtrics survey software or SPSS statistical data analysis programming
 - Experience developing cross-systems evaluation strategies and learning agendas with participatory, culturally specific, and community-based evaluation
 - Quick learner with outstanding organizational skills, keen attention to detail, highly responsible and accountable
 - Exceptional interpersonal skills, with the ability to listen and to provide clear and concise information
 - Ability to manage multiple priorities as well as work both independently and as part of a team, producing high quality work within stated deadlines
 - Flexible and able to alter course when circumstances change
 - Takes initiative and looks for ways to be helpful

- Proficiency in use of PC computers, MS Word, Excel, and Outlook, and Adobe Suites, among others
- Bilingual/Multi-lingual (AAPI-ME/English) skills and knowledge of the AAPI/ME community preferred

Organizational Relationships

Reports to Research & Evaluation Manager and will work collaboratively with internal team members and external project partners.

Compensation & Benefits

Compensation: Starting salary \$ 58,195 per annum (based on 40 hrs. per week/100% FTE). We provide an excellent benefits package including medical, dental, vision, basic life and disability insurance, 401K and paid vacation/health & wellness time.

How To Apply

Please send letter of interest, resume and the names and contact information of three (3) professional references in a **single PDF document** to HR@api-gbv.org by December 2, 2022.

Working Environment

API-GBV strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, disability, 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 be 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.