Research Associate - National Initiative on Mixed-Income Communities

Posted: October 06, 2020

Title: Program Manager / Research Associate

Department: National Initiative on Mixed-Income Communities

School/Management Center: Mandel School of Applied Social Sciences

Location: Mandel School, Research Commons

Supervisor Name and Title: Debbie Wilber, Assistant Director

POSITION OBJECTIVE

Working under limited supervision, the Program Manager will be planning and carrying out research and consultation on local, national, and international projects, for the National Initiative on Mixed-Income Communities (NIMC) with a focus on investigating how to reduce urban poverty and promote successful mixed-income communities.

The Program Manager will work closely with principal investigators, faculty and staff and supervise students to carry out research and technical assistance across multiple projects and sites. The Program Manager will manage a portfolio of diverse, complex projects, and carry out a variety of research-related tasks, including: literature reviews, data collection, data entry, research and instrument design, qualitative data analysis, quantitative data analysis, and report writing. The Program Manager will manage project workplans and help coordinate project teams and partners. The Program Manager will help design and provide technical assistance and consultation. Key to this role will be the Program Manager’s ability
to cultivate relationships with researchers, policymakers and practitioners, as well as staff and others at study sites. In addition, the Program Manager will help build and maintain NIMC information resources for researchers, practitioners and policymakers.

In employment, as in education, Case Western Reserve University is committed to Equal Opportunity and Diversity. Women, veterans, BIPOC, and other members of underrepresented minority groups, and individuals with disabilities are encouraged to apply. As a center, NIMC has a strong racial equity and racial justice focus and seeks team members with a demonstrated commitment to antiracist community, organizational and systems change.

ESSENTIAL FUNCTIONS

1. Manage local, national, and international projects. Create, coordinate and carry out project work plans. Lead project teams, train and support research assistants as necessary, and ensure successful and timely deliverable completion. (35%)

2. Manage relationships with project partners. Engage with community residents and stakeholders. Collaborate with community partners to create and implement strategies for community engagement and community building. Coordinate planning processes with partners. Plan and facilitate project events and activities. Supervise student research assistants and field placement students. Monitor project budgets. Assist in routine communications between internal staff and faculty and external partners. (30%)

3. Conduct complex research design, qualitative analysis, and quantitative analysis of a non-routine nature. Devise data collection instruments and new procedures for qualitative data collection and analysis with a high degree of skill and training. Conduct general research tasks including data collection, data entry, data coding and data analysis. (15%)

4. Conduct technical assistance and consultation to project partners. Broker relationships among practitioners and policymakers. Identify exemplary and promising practices. (10%)

5. Co-author academic papers, research reports, briefing reports, news articles, and information releases. Write grant proposals and reports. Coordinate and submit applications and other materials to the Institutional Review Board. Attend other project team meetings and related events. (10%)

NONESSENTIAL FUNCTIONS

Perform other duties as assigned.
CONTACTS

Department: Weekly contact with supervisor, NIMC principal investigators, faculty, staff and partners. Weekly contact with staff, students and faculty at the Mandel School of Applied Social Sciences.

University: Weekly contact with university staff.

External: Daily contact with external constituents and stakeholders.

Students: Weekly supervise student field placement interns and student employees.

SUPERVISORY RESPONSIBILITY

Supervise staff research assistants, and graduate and undergraduate student research assistants.

QUALIFICATIONS

Experience: A minimum of 5 years related experience in a social science, education or public policy research environment. Experience in one or more areas preferred: project management, community-based research, community engagement, research design, database management, statistical analysis, mixed-income development studies and community building in mixed-income communities, and writing reports for public distribution. Master’s Degree or equivalent required, preferably in social work or a related social science field. Experience and comfort applying concepts of racial equity and racial justice to social change efforts.

Education: Master’s Degree

REQUIRED SKILLS

1. Excellent interpersonal and written communication skills.

2. Comfort and ability to work independently.

3. Highly organized with strong computing skills.

4. Strong qualitative and quantitative analytical skills.
5. Managerial experience.

6. Theoretical and practical knowledge of community development.

7. Strong familiarity with antiracism concepts, frameworks and tools.

8. Ability to work collaboratively in a small team environment with team members and students.

9. Ability to work with moderate supervision and to seek out effective solutions for complex data analysis problems, with assistance, if needed.

10. Knowledge of social media platforms (LinkedIn, Twitter, Facebook)

11. Knowledge of Windows-based personal computers including statistical software, word processing, database and spreadsheet programs is necessary.

12. Experience in using Microsoft Suite (Word, Access, Excel), e-mail, and internet applications, strong with statistical packages such as SPSS, and spreadsheets (e.g. Excel).

13. Ability to interact with colleagues, supervisors, and partners face to face.

WORKING CONDITIONS

Challenging and fast-paced, multitasking university research environment. Travel may be required. May occasionally be required to attend evening and weekend meetings. Experience and comfort in urban neighborhood environments required. Employee can be based outside of Cleveland.

TO APPLY

Interested candidates should send their resume and a letter expressing their interest in this position to Dawn Ellis, dx92@case.edu (mailto:dx92@case.edu). Use subject line “RA 2020 application” and save both documents as a single pdf file with your first and last name.