



**Community Education Group
Job Posting
RESEARCH AND DATA DIRECTOR**

About the Organization:

Founded and led since 1992 by Executive Director A. Toni Young, CEG’s mission was to address the health, socio-economic, environmental, and systemic challenges facing the Black community by creating and enhancing community and peer-based outreach and service programs. CEG’s mission has since evolved to encompass all underserved communities that are affected by health outcome and health access disparities, including those in rural WV. For nearly 30 years, CEG has provided culturally appropriate direct client support services, organizational TTA, capacity-building assistance, social marketing, media outreach, health promotion, and community-based research and evaluation to address pressing health needs and to create change in regard to achieving health equity.

Today, CEG is leveraging its decades of experience and expertise to adapt and implement successful intervention models on behalf of all underserved and disenfranchised communities, especially those in rural areas, burdened by poorer health outcomes and health access disparities. Alongside the launch of the Rural Health Service Providers Network (RHSPN), a subsidiary partnership with TruEvolution, CEG and RHSPN are committed to ending the HIV, Viral Hepatitis and Substance Use Disorder (SUD) syndemic throughout Appalachia.

Position Summary:

The Research and Data Director will serve as the principle advisor and implementor on quantitative and qualitative sociology and community-based participatory research projects, impact analyses and program evaluation efforts for all CEG and RHSPN policy, training, technical assistance and grant-making programs. Moreover, the Research and Data Director will serve as a principle liaison between CEG/RHSPN and academic and other research programs and scientific conference committees and support for the inclusion of CEG and RHSPN programs within biomedical and public health advisory councils.

<u>Job Location:</u>	Flexible. If outside of West Virginia or the District of Columbia, residence within close proximity to a major airport with flights to these regions is required. No re-location costs are borne by the agency.
<u>Travel Requirements:</u>	Less than 20%
<u>Reporting Relationship:</u>	Executive Director
<u>Supervisory Relationship:</u>	Research and Data Associate





Agency-Wide Duties and Responsibilities:

- Supports the mission, vision and values of the CEG and the RHSPN
- Complies willingly with all organizational policies and procedures
- Supports and facilitates positive interaction with others by exhibiting:
 - Individual maturity
 - Respect for others
 - A team-centered approach
 - Cultural humility
 - Maintenance of confidential information
- Communicates appropriate information to their supervisor and other departments in a timely and effective manner.
- Attends twice weekly staff meetings (x8 per month), on time and prepared with requested materials and updates
- Attends weekly check-ins (x4 per month) with whomever is their direct supervisor
- Attends all virtual meetings of the West Virginia Statewide Stakeholder Coalition and the Rural Health Service Providers Network
- Attends annual staff retreat (x1 per year)
- Attends at least one virtual or in-person conference (x1 per year)

Position-Specific Duties/Responsibilities:

- Coordinates between the CEG/RHPSN's academic and community partners, develops clear communication, and organizational tools to facilitate the partnerships.
- Manages research projects, sets deadlines and deliverables, and ensures successful completion.
- Co-authors reports, analyses, and other publications for partners, the public, and other audiences.
- Trains and supervises the Research and Data Associate.

Professional Qualifications:

- Master's degree or above in public health, public policy, biology, statistics, sociology, or law and/or equivalent experience/training
- Demonstrated quantitative skills, advanced knowledge, and experience in data/statistical analysis
- Strong STATA programming skills or knowledge of another, similar language (R, Python, SAS)
- Knowledge of qualitative analytical programs such as Atlas-TI
- Experience managing research projects in an academic or think-tank environment
- Five or more years of professional experience, including two or more years of relevant post-baccalaureate research experience
- Two or more years supervising staff and/or interns
- Knowledge and experience with education and impact evaluations





- Proficient with Microsoft Office products (Word, Excel, etc.) and familiar with project management applications, such as ClickUp, Asana and Slack.

General Skill Requirements:

- Excellent with self-management and communication with fellow-staff and outside coalition partners when traveling or working remotely.
- Excellent oral, written, interpersonal communication, public speaking and presentation skills
- Exemplary ability to manage multiple tasks using independent judgment and discretion
- Ability to work independently and accurately in a high-paced, deadline-oriented environment, particularly while working remotely
- Ability to work under pressure while exercising discretionary judgment; make decisions when necessary with minimal direct supervision; work remotely without supervisory accompaniment
- Ability to work both remotely and in an open office environment
- Ability to capture values and organizational culture in writing and other communications
- efforts

Physical and Sensory Requirements:

- Ability to read, write and converse in English
- Ability to communicate efficiently with staff, stakeholders, and vendors
- Ability to remain calm and composed under stress
- Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing
- Ability to respond to telephones and other auditory stimulation
- Ability to organize
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements)
- Ability to evaluate/interpret information and make independent judgments/decisions

Compensation and Benefits:

Salary is competitive, benchmarked against similar positions at organizations of comparable size, complexity and geographic location. CEG offers a standard benefits package including paid time off.

How to Apply:

[TO APPLY CLICK HERE](#). Submit a cover letter, resume and three writing samples. Incomplete submissions will not be considered. Black folks; people residing in or with a history of work in rural areas; people living with HIV, people with lived experience of substance use disorder, and LGBTQ+ people are encouraged to apply. **Initial screening will begin July 19th, 2021** and continue until the position is filled. No phone calls or emails please.





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The Community Education Group is an equal opportunity employer. For more information about the Community Education Group visit www.communityeducationgroup.org.

