



## **Job Announcement**

**Position:** Senior Research Manager  
**Department:** Programs and Services, Research  
**Reports To:** Deputy Director, Director of Research  
**Supervises:** Research Staff  
**FTE:** 1.0 FTE  
**Salary Range:** \$65,400.00 - 85,000.00  
**Start Date:** May-June 2022  
**Deadline to File:** April 2022  
**Location:** AAPCHO's California or Washington D.C. Office or remote position

### **Organizational Description:**

The Association of Asian Pacific Community Health Organizations (AAPCHO) was formed in 1987 by community health centers primarily serving medically underserved Asian Americans (AAs), Native Hawaiians and Pacific Islanders (NH/PIs). The goal of these organizations was to create a national voice to advocate for the unique and diverse health needs of AA and NH/PI communities and the community health providers that serve those needs.

AAPCHO's mission is dedicated to promoting advocacy, collaboration, and leadership that improves the health status and access of AAs and NH/PIs within the United States, the U.S. territories, and Freely Associated States. Our vision is to be a national leader and critical voice for AA and NH/PI community health centers and consumers, ensuring that our communities have better access to affordable, high quality, and culturally and linguistically proficient health care.

### **Position/Role:**

The Senior Research Manager reports to the Deputy Director and Director of Research and works closely with the Research, Programs and Services, and Leadership teams at AAPCHO. The Senior Research Manager is a senior level position providing leadership in the development, implementation, and sustainability of AAPCHO's research programs. The Senior Research Manager also plays a major role in multi-project management, data collection and analysis, and strategy in the design, development, and maintenance of database systems that support research and cross-program collaboration to maximize the alignment and impact of AAPCHO's initiatives.

AAPCHO's initiatives include AA and NH/PI health equity, Social Determinants of Health and Enabling Services data management, and chronic and infectious diseases prevention. The Senior Research Manager's portfolio may include the following:

- Asian American, Native Hawaiian, and Pacific Islander Data Disaggregation and Health Equity

- Protocol for Responding to and Assessing Patients' Assets, Risks, and Experiences (PRAPARE)
- National COVID-19 Response Network (Morehouse School of Medicine)
- Health Center Patient Survey on Impact of Public Charge and COVID-19 (Kaiser Family Foundation)
- Improving the Health of Sexual and Gender Minority Patients Through Cultural Competence and Skill Training of Community Health Center Staff (PCORI)

The Senior Research Manager will work closely with the Director of Research as a strategic advisor for research programs to operationalize AAPCHO's Strategic Plan as well as demonstrate the impact of AAPCHO's programs. The position also works with the Deputy Director and an interdisciplinary team of senior directors and associate directors to strategically develop, coordinate, and implement AAPCHO's research programs and initiatives to strengthen the capacity of community health centers and related partners. Travel may be required for this position.

**The primary responsibilities of the Senior Research Manager are as follows:**

- Co-design, lead, and implement strategic priorities based on health equity principles.
- Conduct staff supervision, budget management, program development, and fund development
- Strategize, supervise, and conduct advanced analysis from both qualitative and quantitative data sources, including advanced statistical techniques (e.g. multivariate statistical analyses), and evaluation and validation to ensure data quality and integrity
- Strategize the design, development, and maintenance of various databases using SurveyMonkey, MS Excel, SPSS and/or other statistical software
- Develop, monitor, and perform quality assurance and integration of multiple data streams for research studies
- Develop reports, talking points, peer-review publications, and presentations
- Develop data collection instruments such as surveys and interview protocols
- Project manage multiple research projects, including tracking milestones, communication with internal and external partners and authoring reports
- Collaborate with Development team to complete research grants, grant reports, and document progress for grant proposals
- Conduct research presentations at meetings and conferences
- Work with multi-stakeholder teams including AAPCHO member community health centers, project sites, advisory committees, consultants, partners, and organizations to strategize and conduct research projects, and strengthen communications, relationships, and alignment
- Disseminate research knowledge and provide training and technical assistance to uplift the value of AAPCHO research programs to staff, members, partners, and stakeholders

- Adhere to Research and Evaluation Protocols related to client confidentiality, safety, and data quality (e.g AAPCHO Community Institutional Review Board, HIPAA, and data use agreements)
- Other duties as requested by the Director of Strategic Initiatives and Partnerships, Director of Research, and Executive Director.

## **QUALIFICATIONS:**

1. Master Degree in a statistical analysis or health related field or commensurate experience. PhD preferred.
2. Strong experience in research including qualitative and quantitative analysis and facilitation of groups/presentations required.
3. Experience with large datasets including Health Resources & Services Administration's Uniform Data System (UDS) and census data preferred.
4. Minimum five years or commensurate experience working within a community health center setting or directly with community health centers preferred.
5. Experience with program development, management, and evaluation required.
6. Extremely detail-oriented with excellent organizational, analysis, and strategic planning skills, with the ability to assess, prioritize and manage a varied and demanding workload under pressure and with tight deadlines, while maintaining a high bar for quality.
7. Motivated, resourceful and flexible individual with ability to multitask. Fast learner comfortable working individually and as a team member in a fast-paced and changing environment.
8. Knowledgeable about the public health issues including health equity and the social determinants of health that impact AA, NH, and PI communities strongly preferred.
9. Excellent written and verbal communications skills.
10. Excellent task-management and organizational skills.
11. Excellent creative problem solving and leadership skills.
12. Experience with online conferencing forum moderation preferred.
13. Proficiency with MS Office (especially MS Excel), Mac OSX and management and conferencing technologies (e.g., Google Documents, Cisco Webex, Go-to-Meeting, Zoom, etc.) preferred or willing and able to learn quickly.
14. Must support and demonstrate ability to implement the mission and goals of AAPCHO.

## **OUR VALUES**

The following shared values underlie every aspect of AAPCHO and its member health centers' functions and operations:

- *Health care is a right not a privilege* - All people must have access to affordable quality care, regardless of language, culture, immigration status and ability to pay. No one is turned away due to inability to pay and our services and policies are designed to eliminate barriers and provide access to all.
- *Wellness* - Health is much more than the absence of disease. It includes physical, mental and spiritual well-being for individuals, families and communities. We

acknowledge and respect different definitions of wellness and health within our communities.

- *Community Accountability and Empowerment* - Communities are the experts on their own health and essential participants in the health of their communities, families and selves. Our services and programs are informed by and responsive to community voices.
- *Diversity as Strength* - AA and NH/PI communities are rich in diversity of language, cultural heritage, spirituality, history, experience, health beliefs and practices. Many have undergone the hardships of war, colonization, poverty, or immigration to a foreign land. We honor and value the strengths of every culture and individual.
- *Collaboration Among Communities of Color* – Communities of color share a history of disparities and exclusion as well as a common interest in health and health care equity. Through collaboration, we learn from each other and grow stronger, while overcoming distrust and divisions that are fostered by competition for limited resources.

AAPCHO is an equal opportunity employer and provides opportunities to all applicants without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

**APPLICATION PROCEDURES:**

Send a cover letter detailing your interest and qualifications and resume to [SRM@aapcho.org](mailto:SRM@aapcho.org),  
Subject Line: Senior Research Manager.

Applications without cover letters will not be considered. Interviews will be granted according to the qualifications of the applicant.