



Job Announcement

Position: Research Manager
Department: Research
Reports To: Director of Research
FTE: 1.0 FTE
Salary Range: \$65,400 - \$72,825
Start Date: ASAP
Deadline to File: Until filled
Location: Remote position in Pacific Time preferred (CA & NV)

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 to promote 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 our communities have better access to affordable, high-quality, and culturally and linguistically proficient health care.

Position/Role:

The Research Manager reports to the Director of Research and works closely with the Research, Programs and Services, and Leadership teams at AAPCHO. The Research Manager will manage the development, implementation, and sustainability of AAPCHO's research programs. The Research Manager also plays a major role in multi-project management, data collection and analysis, and strategy in designing, developing, and maintaining 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, data disaggregation, Social Drivers of Health and Enabling Services data management, infectious (TB, HepB), and chronic and infectious diseases prevention. The Research Manager will work closely with the Director of Research to operationalize AAPCHO's Strategic Plan and 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 and initiatives to strengthen the capacity of community health centers and related partners. Travel is required for this position.

The primary responsibilities of the Research Manager are as follows:

- Manage multiple programs and budgets, fund development, and staff supervision, including development and tracking timelines and communication with internal and external partners.
- Co-design, lead, and implement strategic priorities based on health equity principles.
- Strategize, supervise, and conduct advanced analysis from 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 database design, development, and maintenance 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-reviewed publications, and presentations.
- Develop and implement data collection instruments such as surveys and interview protocols.
- Collaborate with the Development team to complete research grants and 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 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's Degree in a health-related field, statistical analysis, 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 is 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. Knowledgeable about AAPCHO's mission and public health issues, including health equity and the social drivers of health that impact AA, NH, and PI communities strongly preferred.
8. Experience with online conferencing forum moderation preferred.
9. 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.
10. 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 healthcare equity. Through collaboration, we learn from each other and grow stronger while overcoming distrust and divisions fostered by competition for limited resources.

AAPCHO is an equal opportunity employer and provides opportunities to all applicants regardless of 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, qualifications, and resume to TBenner@aapcho.org,
Subject Line: Research Manager.

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