

## Cal Poly Humboldt Sponsored Programs Foundation California Center for Rural Policy

**Position:** Senior Research Analyst

**Positions Available:** 1-2

**Location:** Cal Poly Humboldt

**Hours:** Full time, non-exempt.

**Salary:** \$4,844-\$5,536/monthly dependent on the qualifications of the candidate.

Position will be eligible to participate in medical, dental, vision, and retirement benefits.

**Project Name:** California Center for Rural Policy (CCRP)

**Supervisor:** Executive Director

This appointment is contingent on project funding and satisfactory performance. This is not a state or federal position.

The California Center for Rural Policy (CCRP), located at Cal Poly Humboldt, conducts research to inform policy, build community, and promote the health and well-being of rural people and environments. CCRP has a diverse portfolio of projects which are of varying size and duration. The Center is recognized for its strength in participatory, community-based research.

**Duties:** Reporting to the CCRP Executive Director, the Senior Research Analyst manages and implements evaluation, research and policy projects, authors reports and other materials, and disseminates key findings and recommendations to policymakers, media, funders, community leaders, and the public. This collaborative work includes developing and analyzing proposals and supporting state and community coalitions in strategic planning and implementing cross-sector projects and initiatives.

At this time the Center is especially interested in candidates possessing the following skillsets:

1: Program Evaluation: expertise in the methods used to assess the design, implementation, and improvement of program outcomes or strategies. Knowledge of how to develop tools to demonstrate program effectiveness or identify areas for improvement. Works alongside community partners to measure outcomes and design for impact.

2: Data Visualization: Can use R, Python, Datawrapper, or other tools to create charts and visuals that assist report audiences to interpret data trends and relationships. Creates

infographics, schematics, and other visuals to help diverse audiences digest the Center's research.

General responsibilities include, but are not limited to:

### **Research**

- Design and administer surveys
- Conduct qualitative interviews and maintain effective tools for tracking participants
- Identify and compile secondary data from a variety of sources
- Analyze and interpret quantitative and qualitative data
- Create data visualizations that can be easily understood and translated by non-researchers
- Create qualitative and quantitative reports based on research findings
- Write reports summarizing research findings

### **Program Evaluation**

- Develop and implement evaluation frameworks and plans
- Utilize quantitative and qualitative research methods to evaluate program
- Write reports of evaluation findings and create corresponding presentation materials
- Present evaluation findings before diverse audiences

### **Program Management**

- Program development, coordination, and implementation for various projects
- Plan, coordinate and facilitate meetings
- Direct and oversee staff assigned to research and evaluation projects, including advising on report writing and report review

### **Program/Fund Development**

- Develop relationships with stakeholders that lead to future grants and contracts
- Assist ED with grant writing
- Support ED in developing scopes of work and contracts

### **Qualities of a Successful Senior Research Analyst**

- Ability to advise staff on research methods, ethics, IRB
- Experience completing IRB applications and conducting research and evaluation for small and large projects
- Ability to balance high-quality research with meeting the needs of the client

- Ability to work within the scope of resources available on each project
- Ability to translate research and evaluation findings for a wide variety of audiences
- Ability to meet deadlines and complete deliverables on time
- Willingness to adapt to meet the organization's changing needs
- Ability to problem solve, support staff in problem solving, and consult with ED when necessary
- Willingness to be a team player and help all members of the team to be successful

### **Desired Skills & Qualifications**

- Developing research methodologies: Surveys, key informant interviews, focus groups. Knowledge of research best practice
- Comfort with basic data analysis techniques including descriptive statistics and processing household surveys
- Experience with project management
- Grant-writing and reporting, proposal writing, and report writing
- Previous experience with program evaluation- designing and implementing evaluation projects of varying scope
- Excellent computer skills and proficient in the Google Suite, Excel, Word, and presentation software. Experience and comfort with SPSS and Atlas TI or similar software
- Excellent verbal and written communication skills
- Demonstrated competency with public speaking and meeting facilitation
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Excels at operating in a fast paced work environment with a wide variety of projects and clients
- Ability to take constructive feedback, make changes and grow
- Ability to look at situations from several points of view
- Demonstrates high cultural competency
- Able to work independently and with a wide variety of individuals and organizations
- Reliable transportation to attend meetings and events in Humboldt and surrounding counties

### **Preferred Education & Experience**

- A master's degree from an accredited college or university or the equivalent and 3 or more years of relevant experience.

**Application Procedure:** Applicants must submit 1) resume detailing work history and related experience, 2) a letter of application, 3) names, addresses, and daytime telephone numbers of three professional references and 4) the [SPF Employee Information Form](#). Please email application materials to [ccrp@humboldt.edu](mailto:ccrp@humboldt.edu).

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[www.humboldt.edu/ccrp](http://www.humboldt.edu/ccrp)

**Application Deadline:** Review of application materials will begin October 23, 2023 and will continue until the position is filled.

Cal Poly Humboldt Sponsored Programs Foundation is committed to achieving the goals of equal opportunity and endeavors to employ people of the highest quality reflecting the ethnic and cultural diversity of the state. Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Title IX/ADA Employer. Applications from qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Cal Poly Humboldt Sponsored Programs Foundation hires only individuals authorized to work in the United States of America. Employment with Cal Poly Humboldt Sponsored Programs is "At Will," and may be terminated with or without cause.

Cal Poly Humboldt Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found [here](#).

For assistance with the application process, please submit an Accommodation Request Form which can be found [here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <http://www.humboldt.edu/hsuhr>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Cal Poly Humboldt SPF employees who apply for this position.