



- Position:** Research Associate, Affordable Housing and Community Development
- Schedule:** Full-Time/Regular
- Location:** Seattle, WA (Hybrid: WFH and In-Office)
- Travel:** Up to 25%; Currently limited based on CDC requirements, relevant local and state rules, and client guidelines
- Salary:** \$60,000-\$70,000 DOE, plus health insurance (no employee premium), paid vacation and sick leave, performance bonus and periodic salary review
- Health and Safety:** Proof of COVID-19 vaccination required prior to commencement of employment

Big Water Consulting is a dynamic and social justice-focused data collection and analysis consulting firm located in the University District neighborhood of Seattle. Big Water's clients range from tribal governments and tribal programs to local and international nonprofit organizations to research departments at world-renowned universities. We pride ourselves on promoting lasting data and mapping-related capacity-building for our clients and filling critical data gaps for unique, diverse and often underserved communities in the Pacific Northwest, the United States and throughout the world.

We are seeking a talented individual to serve as our Research Associate who can balance both the relatively structured social survey design and implementation workload of a small company with the ever-adjusting demands of the innovative offsite capacity-building work Big Water completes at the offices or within the lands of its nonprofit, tribal, academic and government agency clients. This position will require an ability to operate within the complex cultural contexts of remote tribal and dense urban areas, for example, while maintaining the highest standards of online and field-based survey design. The ideal candidate will be excited to serve as the face of the organization at relevant meetings and conferences (primarily affordable housing, planning, health or community development-oriented) and be prepared to travel to assist our clients in rural areas, tribal lands, other states and other countries. At present, we are working 2 days in the office and 3 days remotely per week, and our travel is limited to client communities where travel and visitation are not currently restricted and to events where appropriate safety measures are applied and attendee proof of vaccination is required.

**[Please note that application packages will only be reviewed if all of the required materials listed below are provided by the deadline.]**

- Sample Duties:** Develop and sustain engagement of project stakeholder groups, including clients, relevant programs and agencies, and other partners
- Facilitate project development meetings, capacity-building training sessions and presentations of project results

Design the structure and develop sampling methods and survey content for household surveys and other data collection or analysis efforts in cooperation with clients, project stakeholders and other partners

Deliver data collection training to local field staff and managers

Develop and use data collection software, web-based dashboards, Excel and other tools to monitor mixed-mode data collection

Maintain consistent and productive client communication (phone and email)

Perform accurate and precise data analysis using R, Excel or other statistical analysis software

Draft high quality written reports summarizing projects

Professionally represent Big Water Consulting at conferences and meetings of clients, partners and government agencies

**Required Qualities and Experience:**

**Experience**

Development and testing of survey instruments, including paper and online forms

Development of representative survey samples, including random and stratified sampling techniques

Implementation of mixed-mode data collection methods

Design, implementation and coding of qualitative data collection, including focus groups and individual interviews

Survey data analysis and extensive use of statistical software packages (preferably R), including compilation, cleaning and analysis of "messy" data

Data visualization and reporting experience

Prior participation in or management of field-based surveys

**Qualities**

Customer service-oriented, deadline-driven, highly organized and able to prioritize a diverse workload

Patience to develop user-friendly and affordable data collection and management solutions for clients with limited initial capacity

Desire and demonstrated ability to quickly adapt to new technology and build new skills

Creativity to independently generate ideas for new projects, evaluation metrics, survey questions or organizational focal areas to facilitate client growth

## **Education**

1. Master's Degree in a relevant subject (sociology, anthropology, public health, economics, planning, public policy, Native American studies etc.) with demonstrated emphasis upon statistics or data analysis,

**or**

2. Bachelor's Degree in a relevant subject with at least 2-3 years of directly relevant experience in a full-time professional position

## **Preferred Experience:**

Direct experience living or working in tribal/Native communities and/or knowledge of tribal and federal Indian programs

Prior experience in the tribal, nonprofit, government, affordable housing, health or planning sectors

Housing market economic/research experience including conducting Low Income Housing Tax Credit (LIHTC) market studies, or research experience/familiarity with the New Markets Tax Credits or Opportunity Zones programs

Prior field or office-based management or team leadership experience

Some experience with or knowledge of digital mapping and spatial analysis using GIS software

**Indigenous applicants are encouraged to apply.**

**Application Process:** Please submit the following to David Dixon, Research Associate, at [david@bigwaterconsulting.net](mailto:david@bigwaterconsulting.net) by **Monday, January 10, 2022 at 5:00 p.m. (PT):**

1. **Cover Letter** acknowledging our unique client base, outlining your specific interest(s) in our work and briefly describing your relevant experience and certifications
2. **Resume or CV** listing or highlighting your relevant experience
3. **Two representative samples** of your research or survey-related experience, including data visualization or excerpts from reports