



Position: Research Associate, Community & Economic 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

USE YOUR RESEARCH, SURVEY DESIGN, AND DATA ANALYSIS SKILLS TO ADVANCE SOCIAL JUSTICE AND SUPPORT TRIBAL COMMUNITIES

About Us

Big Water Consulting works with tribal communities and state and federal programs to conduct research, data collection, and capacity-building efforts in support of housing and community development on tribal lands. Our work fills critical data gaps for unique, diverse, and often underserved communities and supports data-driven decision making for Tribal governments and programs.

About You

If you are the right candidate for this position, you have an attention to detail, work well in a team environment, communicate effectively with different types of people, enjoy using data to tell a story, strive for efficiency and quality, and aim to exceed clients' expectations. You are passionate about social justice and feel comfortable working with clients and speaking about the challenges experienced in their communities.

[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

Train local field staff and managers in data collection procedures

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

Data visualization and reporting experience

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

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

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

Prior participation in or management of field-based surveys

Qualities

Client-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:

Diversity and inclusion are fundamental to our work. Indigenous applicants, women, people of color, and members of the LGBTQ+ community are highly encouraged to apply.

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

Application Process: Please submit the following to David Dixon, Research Associate, at david@bigwaterconsulting.net by **Friday, May 20, 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