BIG WATER
CONSULTING

Position:	**Research Associate, Tribal Housing, Health, and Community Development**
Schedule:	**Full-Time/Regular**
Location:	**Seattle, WA (Hybrid: WFH and In-Office)**
Travel:	**15-20%**
Salary:	**$65,000-$75,000 DOE, plus 401(k), health insurance (no employee premium), paid vacation and sick leave, transportation subsidy (ORCA card), performance bonus and periodic salary review**

USE YOUR DATA COLLECTION AND RESEARCH SKILLS TO ADVANCE EQUITY AND SOCIAL JUSTICE FOR TRIBAL AND NATIVE COMMUNUTIES

Big Water Consulting is a dynamic and social justice-focused data collection and analysis firm located in the University District of Seattle. Big Water's clients include tribal governments and programs, local and international nonprofit organizations, state and federal agencies, and research departments at colleges and universities. Big Water is currently working on a wide range of innovative and impactful tribal, state, regional and national-level housing and community economic development studies throughout the country. We pride ourselves on building lasting capacity 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, versatile, and creative individual to serve as our Research Associate. The ideal candidate will be able to balance the relatively structured social survey design and implementation workload of a small company with the ever-adjusting demands of the offsite work Big Water conducts. Our innovative capacity-building work takes place at the offices and within the lands of our 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, 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.

[Please note that application packages will only be reviewed if all 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 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:

<u>**Experience**</u>

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

<u>**Qualities**</u>

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

<u>**Education**</u>

Master's Degree or higher in a relevant subject (sociology, anthropology, public health, economics, etc.) with demonstrated emphasis upon statistics or data analysis <u>and</u> at least one year of relevant post-academic professional experience,

Preferred Experience:

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

Prior field or office-based management or team leadership experience

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

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.

Application Process:

Please submit the following to Kevin Klingbeil, Managing Director, at kevin@bigwaterconsulting.net:

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 survey-related experience, including data visualization or excerpts from reports

4. **Two professional references** familiar with your relevant professional experience

This posting will remain open until the position is filled.