



Title: Research Associate

Reports to: Director, Research, Evaluation, and Impact

Employment Type: One-year Term Appointment (Full-time, Salaried, Benefits)

Salary Range: \$75,000-\$85,000/ann.

Anticipated Start Date: June 1, 2023

PMC's Technical Research Unit (TRU) is looking for an experienced research associate to support the monitoring and research that is used to gauge the impact of radio serial dramas, radio talk shows, and other media programs. Focusing on PMC's international programs, the Research Associate will conduct high-quality data collection and monitor use, performing daily data audits, creating GIS maps for specific programs, and troubleshooting digital surveys used by PMC's local third-party contractors. Under the guidance of the Senior Research Associate and the Director of Research, Evaluation, and Impact, the Research Associate will also enter and validate data in PMC's Data Warehouse.

Who You Are:

- You are comfortable working with a variety of cultures and stakeholders in developing country settings on PMC's target issues of population, women and girl's empowerment, and the environment.
- You can independently clean and analyze small cross-sectional datasets and produce descriptive and inferential statistics based on a research protocol or analysis plan.
- You are proactive and self-directed, with demonstrated ability to form productive relationships across the PMC organization.
- You are highly organized, disciplined in organizing your work assignments, and able to multi-task in response to evolving work requirements.

Key Responsibilities (include but are not limited to)

High-Quality Data Collection and Use (40%)

- Conduct daily data audits for all in-progress surveys to ensure that a) data collection is taking place in the correct geographic area, b) enumerators are taking sufficient time to complete surveys, and c) compiling a list of urgent data concerns for SRA/DREI to address with Country Director, program manager, and local partner(s)
- Create GIS maps for specific programs, which include the country shapefiles, broadcast coverage areas, population density data, and other unique features of the program (for example, highlighting target provinces, or mapping clinic or other service locations)
- Program and troubleshoot digital surveys used in mobile data collection by PMC's local third-party contractors to ensure a) all questions are included, b) skip patterns are correct, c) audit data is included, and d) translations are managed appropriately.

- Enter and validate data into PMC’s Data Warehouse 2.0, under guidance of SRA/DREI

Produce Research Reports (30%)

- Conduct desk research and succinctly summarize results for situation analysis or other reports that require review and synthesis of DHS data and/or existing literature.
- Write—with proper citations—introduction and background sections of PMC research protocols and reports.
- Review R or RStudio output (primarily crosstab tables and logistic regression results) and pull relevant statistics into reports, particularly complete data tables presented in report appendices.
- Maintain a library of R scripts, Markdown, or Quarto documents in RStudio Cloud for various analyses to a) expedite future analyses that use the same/similar code, and b) to share with donors or collaborators on request or include in our research reports to promote transparency.

Promote Internal Learning (20%)

- Manage learning sessions, including sending calendar invites, taking notes, preparing slides, and post-meeting follow-up.
- Create MEL/research training/webinar content under guidance of Senior Research Associate/Director of Research, Evaluation, and Impact (SRA/DREI).
- Maintain and update TRU’s library of templates, examples, and guidance for common research tasks (such as situation analysis, formative audience research, audience monitoring, evaluations) as we iteratively approve these approaches using feedback from various PMC staff and local partners.
- Maintain TRU’s library of research publications in Zotero, which in turn promotes a) consistent citation of up-to-date journal articles as well as b) a source of state-of-the-art evidence that PMC staff should incorporate into proposals, program design, and other publications

Ethical Standards (10%)

- Support local IRB application process for all countries, including drafting protocol for SRA/DREI, and updating quantitative and qualitative tools as research planning progresses.
- Ensure all PMC datasets are properly redacted (meaning all personally identifiable information has been stripped) for filing.

Skills and Experience

Required

- Survey methods, qualitative research, data analysis, and/or statistical programming coursework.
- Advanced skills with basic Microsoft Office applications, including Outlook calendar, Excel, Word, PowerPoint, and Teams.
- Familiarity with statistical software, notably R and RStudio (aka Posit), though SAS, SPSS, STATA and Python are also helpful.
- Ability to manage internal libraries of research files for TRU team and PMC staff.
- Ability to work independently to produce report sections, maps, analyses, etc., that align with TRU’s approved templates and processes.
- Well-developed clear communication skills to work across PMC HQ, country teams, and local partners to support various data tasks in a timely manner with proper documentation.

Desired

- Experience with creation and updating of basic GIS maps in ArcGIS, QGIS, or similar platform.
- Experience creating curricula, training materials, workshop content, or other similar for the purpose of building staff capacity.
- Familiarity with qualitative data analysis, including use of software such as NVivo, Atlas.ti, Dedoose, or similar.
- Understanding of basic data dashboard functionality in Google Data Studio, Microsoft PowerBI, Tableau, or similar.
- Familiarity with preparation of research protocols, IRB submission, and the rationale for ethical review in human subjects research.
- Familiarity with citation management software (Zotero preferred).
- Ability to speak French, Spanish, or African language(s).
- Ability to travel, if needed, to support in-country work (0-10% of time).

Qualifications:

- BA/BS with 1-2 years' experience working with data or MPH (or similar graduate degree).
- Candidate must be authorized to work in the U.S.

Location & Hours of Work

- PMC HQ is based in South Burlington, Vermont, but this position is suitable for remote work.
- Occasional domestic travel may be required.
- Work hours will depend on the need to participate in PMC meetings and activities.

Who We Are:

Founded in 1998, Population Media Center – a non-profit, international non-governmental organization (NGO) – uses entertainment-education and mass media to promote social and cultural change by addressing the interconnected issues of the full rights of women and girls, population, and the environment. Our goals are to empower people to live healthier and more prosperous lives and to stabilize global population at a level at which people can live sustainably with the world's renewable resources. PMC has developed long-running serial dramas for radio, TV, and the web in more than twenty unique languages, helping more than five hundred million people live healthier lives.

Why Work for Us:

If you are looking for a place where you will feel welcome and appreciated, Population Media Center (PMC) is that place. Our tight-knit teams are empowered with autonomy and creativity in their day-to-day work and energized by our mission to solve the world's toughest environmental, social, economic, and social justice challenges. PMC offers its employees a competitive salary and excellent benefits including paid time off, health and dental insurance, employee assistance program and a generous employer 401(K) contribution.

PMC is especially interested in hiring individuals who can contribute to our diversity and further

the achievement of our Vision: A Sustainable Planet with Equal Rights for All. Applicants are encouraged to share in their cover letter what they can offer to helping us achieve and maintain this goal.

How to Apply: Submit cover letter and resume to jobs@populationmedia.org. Review of applications and interviewing to begin immediately and continue until the position has been filled.