



Evaluation Project Director / Research Associate

NPC Research, a nationally recognized human services research and evaluation firm headquartered in Portland, Oregon, is seeking a full-time Evaluation Project Director/Research Associate. This position may be filled by either a Portland-based or remote candidate. Telecommute options are available; however, occasional travel throughout the U.S. may be necessary.

NPC specializes in research and evaluation in many areas including:

- Treatment courts and other criminal justice programs such as diversion programs, and re-entry programs;
- Civil legal system, including diverse areas of law such as housing/eviction, family law, domestic violence, and right to counsel initiatives
- Juvenile justice and juvenile crime prevention programs and services
- Child welfare, early childhood intervention, education and positive youth development
- Substance use prevention and treatment, and mental health promotion
- Programs that promote individual, family, and community development

NPC Research offers a progressive, diverse, family-friendly, and inclusive work environment with competitive benefits and flexible work schedules. NPC Research has a strong corporate commitment to achieving excellence by providing career development and growth opportunities to its staff. NPC Research implements a blind-review process for applicants in which names, locations, and prior affiliations will be withheld from the hiring committee until after candidates have been selected for interviews. Candidates from diverse backgrounds are encouraged to apply.

NPC Research is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, cultural identification, cultural group, religion, color, age, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other classification protected by law. Potential applicants are encouraged to visit our website at: www.npcresearch.com.

Main duties: Successful candidates for this position will manage multiple teams led by different Principal Investigators on projects primarily focused on treatment court and/or civil counsel topics. Project Directors clearly communicate task expectations, provide guidance to staff in prioritizing and negotiating project requests with competing deadlines, identify emergent issues, and develop and implement contingency plans. Project Directors prepare high quality, easily understandable, and error-free reports, presentations, and other deliverables based on client requests. Employees who excel in this position show an enthusiasm for learning, demonstrate good problem-solving skills, know when to ask questions, and are highly collaborative and communicative with teammates, especially in a remote environment.

Compensation: The base starting salary for this position is \$85,000 per year (which may be adjusted with education or experience in line with the Oregon Equal Pay Act); benefits include full medical and dental, 401K plan contributions (currently at 6% of salary), 17 paid days off (for first year employees) and 11 paid holidays.

Specific tasks include:

- Working with Principal Investigators on research design, quantitative and qualitative methodology, and instrumentation;
- Conducting small evaluation projects independently;
- Creating and monitoring project task timelines and budgets;
- Preparing data sharing agreements, Institutional Review Board (IRB) applications, and other necessary protocols;
- Supervising project team staff and coordinating their work to meet project tasks and timelines;
- Developing and managing the implementation of primary data collection protocols (e.g., conducting and overseeing other staff conducting surveys, interviews, focus groups, and archival record review);
- Working with client programs to implement data collection protocols, identify existing data sources, assess data quality, and obtaining administrative data;
- Conducting descriptive and inferential quantitative data analyses using SPSS syntax and interpreting output;
- Developing written reports and visual displays of data including charts, graphs, tables, executive summaries and fact sheets; developing other deliverables and methods of conveying statistical results as appropriate to the client and key stakeholders;
- Preparing and delivering presentations to key stakeholders and clients;
- Communicating with clients and key stakeholders; and
- Writing grant proposals in response to government, nonprofit, and foundation requests for proposals.

Requirements:

- Master's or Ph.D. in social sciences, public policy, economics, legal training/studies, or related field, or 3 years' experience *managing* research or evaluation projects and staff
- High attention to detail as well as big-picture thinking skills
- Strong management, organizational, and communication skills
- Ability to work in a team-driven setting and to manage staff and tasks across multiple projects simultaneously, including remote staff
- Excellent (clear, concise) writing skills
- Strong computer skills including experience with quantitative statistical software (including the ability to conduct quantitative analyses, interpret output, and convey findings to clients) and MS Office suite
- Ability to work with agencies serving individuals and families with multiple needs (criminal justice involvement, substance abuse, child welfare, etc.)
- Experience working with groups who have historically experienced sustained discrimination or reduced social opportunities because of race, ethnicity, or other factors
- Experience with research or evaluation in community-based settings
- Experience and comfort developing and maintaining relationships with clients

Preference Given to Those With:

- Background, experience, training or a degree in the areas of treatment courts or criminal or civil justice systems, and civil legal aid programs
- Methodology experience (including familiarity with online data collection and/or survey development)

Application Process:

Applications will be accepted through April 1st and must include a cover letter (please indicate in your cover letter where you heard about the position), a résumé, and an attachment answering the following questions (please limit attachment to no more than two pages, no other attachments will be considered in the review process):

1. Describe a research or evaluation project you have managed, particularly any in the topic areas listed above. Specifically, describe any involvement you had with each of the following aspects of the project, including:

- a. the grant application/project funding process,*
- b. developing the study design and methodology,*
- c. conducting the study,*
- d. analyzing the data, and*
- e. reporting the results.*

2. Describe any work you have done working with historically disadvantaged groups, including but not limited to communities of color. Describe your approach to implementing systems for working with clients and communities that incorporate an equity lens.

Submit applications via email (please specify **Project Director** as the subject line) to: info@npcresearch.com