

# 王嘉廉社區醫療中心

## **CHARLES B. WANG COMMUNITY HEALTH CENTER**

**268 CANAL STREET NEW YORK, NY 10013**

**Phone (212) 379-6999 Fax (212) 379-6929**

**JOB TITLE:** RESEARCH & EVALUATION ASSOCIATE

**REPORTS TO:** Director of Research & Evaluation

**RESPONSIBILITIES:**

- Review research literature and compile annotated bibliographies on select topic areas.
- Recruit and schedule participants for research studies or evaluation activities.
- Work with Research & Evaluation Team to develop tools for data collection, including surveys and focus group topic guides.
- Assist with survey administration and focus group facilitation.
- Perform data entry and create and manage databases.
- Work with Research & Evaluation Team to analyze data and prepare reports.
- Participate in project team meetings and training seminars related to research and evaluation.
- Carry out other duties as assigned.

**QUALIFICATIONS:**

- Strong interpersonal communication and writing skills
- Organized and attentive to details
- Bilingual Chinese (Cantonese and/or Mandarin) and English required
- BA or BS strongly preferred
- Familiarity working with Microsoft Excel
- Basic understanding of statistics and/or research methods preferred but not required.
- Experience working in a human service or health-related setting preferred but not required

**SALARY:** Commensurate with experience

Interested applicants should send a cover letter and resume to

Laureen Hom, Senior Research & Evaluation Associate

Email: [lhom@cbwchc.org](mailto:lhom@cbwchc.org)

Postal mail: Charles B Wang Community Health Center, Attn: Laureen Hom, 268 Canal Street, New York, NY 10013