


[All About PHI](#)
[News & Events](#)
[People & Programs](#)
[Public Health 101](#)
[Resource Library](#)
[Skip to Content](#)
[Who is PHI?](#)
[Board of Directors](#)
[Senior Management](#)
[● Employment](#)
[Funders & Financials](#)
[Donate Now](#)

Employment - Job Description

October 22, 2008

Research Associate IV

The Public Health Institute (PHI) is a large non-profit public health organization conducting a broad range of public health research, training, and technical assistance programs in California, throughout the nation, and around the world. PHI is seeking a full time Research Associate IV (RA IV) for the Center for Civic Partnerships (CCP). This position is located in Sacramento, CA.

The CCP is a support organization that strengthens individuals, organizations, and communities by facilitating learning, leadership development, and networking. We envision a world where everyone can live a healthy, productive life in a clean, safe environment. For more information about CCP visit www.civicpartnerships.org.

Essential Duties and Responsibilities:

The RA IV provides highly skilled research (both quantitative and qualitative) for program development and implementation. The RA IV will directly contribute to the Center's mission of strengthening individuals, organizations and communities by facilitating learning, leadership development and networking. Specific duties include but are not limited to:

- Researches, analyzes and interprets data, promising practices and emerging trends - on aging demographics and other relevant indicators from numerous fields, including, housing, transportation, and human services; researches electronic media and published literature from diverse disciplines to evaluate promising practices; synthesizes and catalogues results; interprets trends in relevant fields and local population profiles.
- Prepares products, presentations and tools- for a variety of audiences, e.g. local government, public health professionals; creates user-friendly templates and resource tools for use by professionals in various disciplines; contributes to Center's web and hard copy resource inventories.
- Resource identification- Identifies and evaluates various professional, programmatic and funding resources for product development, conferences, reference documents and referrals.
- Program Support - Contributes to program deliverables by creating and maintaining detailed work records, drafts program reports, contributes to Center's strategic planning, growth and ongoing quality improvement processes, etc.

Qualifications:

- Bachelor's degree in planning, public administration, geography, behavioral/social sciences or related field is required although a Master's degree is highly preferred.
- At least 5 years of related experience. Familiarity with aging, local government and community planning issues (Substantial knowledge of these issues is a plus).
- Expert skills with large data sets, statistics, survey and research methodology. Strong computer and software applications skills (Internet, word processing, spreadsheets, MS

PowerPoint); Proficiency in database applications (MS Access). Familiarity with new media, e.g., Web 2.0.

- Excellent research skills.
- Excellent oral and written communication skills, including compositional writing and editing.
- Excellent planning and organizational skills; and ability to prioritize work and meet deadlines.
- Ability to work in a team-based environment.
- Requires strong abilities for independent work, initiative, and creativity; excellent interpersonal skills; cultural competency and the use of sound judgment.
- This position may infrequently require limited air and car travel in California i.e. valid driver's license and access to an insured vehicle.

Compensation:

Salary is commensurate with experience. PHI offers a generous benefits package including medical, dental, vision, short/long term disability insurance, life insurance, 403b (tax sheltered annuity) and partial subsidy of public transportation cost. For more information about PHI's benefits, please visit www.phi.org.

How to apply:

To apply for this position, click here [APPLY HERE](#) or go to PHI's Career Site at www.phi.jobs.

If you do not have internet access, PHI's mailing address for this position is listed below. Please send cover letter, resume, 2 page writing sample and salary history & requirements ASAP to:

Public Health Institute
555 - 12th Street, 10th Floor
Department #170, Oakland, CA 94607-4046
We are proud to be an EEO/AA Employer
NO PHONE CALLS PLEASE

[Return to Job Openings](#)

[All About PHI](#) | [News & Events](#) | [People & Programs](#) | [Public Health 101](#) | [Resource Library](#)

© 2008 Public Health Institute