



RESEARCH MANAGER

MIGRANT CLINICIANS NETWORK, INC.

Job Description

I. JOB DETAILS

Position Title:	Research Manager, Environmental and Occupational Health
Location:	San Juan, PR
Reports to:	Director, Environmental & Occupational Health
Position Class:	Employee
Positions Supervised:	Interns
Travel Required:	Occasional
Date:	June 2023

II. JOB DESCRIPTION

A. Summary

The Research Manager is responsible for providing coordination and implementation of climate and environmental justice and worker and health and safety research projects across the organization. The position involves qualitative and quantitative research and evaluation activities and works closely with the environmental and occupational health and data and evaluation teams. This is a full-time permanent position.

B. Core Competencies

A force for health justice / Somos una fuerza dedicada a la justicia en salud

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- Committed to working with MCN for a reasonable timeframe, preferably a minimum of two years.
- Embodies the belief that health care is a right and displays a personal commitment to MCN's values around migrant health and health justice.
- Demonstrates a commitment to creating an accessible, supportive, and inclusive environment that recognizes diversity and cultural competence as integral components of MCN's work.
- Works in alignment with MCN's organizational values; teamwork, innovation, excellence, and a passion for the mission.
- Applies MCN's performance improvement goals and guidelines.
- Maintains a positive outlook and flexibility in MCN's fast-paced and dynamic environment.
- Demonstrates personal initiative in all activities.
- Develops and maintains relationships with a diverse community of office colleagues, remote staff members, and other organizations.
- Possesses excellent communication skills, both verbal and written.

C. Specific Responsibilities

- 25% Project Management: Conduct day-to-day project activity by contributing to the development and implementation of project deliverables.
- 25% Research: Perform research activities, including literature reviews and interviews, focus groups, and other collection methods. Complete, submit, and comply with IRB protocols as necessary.
- 20% Data Analysis and Evaluation: Facilitate data extraction and analysis to communicate results, trends, patterns, and projections effectively. Support the program director in developing evaluation and data management plans for ongoing projects and grant proposals.
- 15% Reporting and Documentation: Document activities and contacts and draft reports to funding agencies, supervisors, and MCN's board of directors, as required. Support dissemination efforts through peer-reviewed publications.
- 10% Program Coordination: Establish and maintain communication between project partners and MCN to ensure linkages and coordination of program efforts with other MCN activities.
- 5% Strategic Goals: Contribute to the execution of MCN's annual strategic goals.

III. JOB REQUIREMENTS

- A. Education. Master's Degree in public health, industrial hygiene, health evaluation, social work, public policy, international studies, or other related fields from an accredited college or university preferred. Bachelor's Degree required.
- B. Language. Oral and written fluency in English and Spanish.
- C. Experience. 1-3 years of research coordination and implementation experience required. Familiarity with climate change and environmental health, community participation evaluation is preferred.
- D. Computer Skills. Ability to use Microsoft Office programs – Outlook, Access, Excel, and Word. Overall comfort with computer-based communication. Knowledge of statistical programs such as R, Rstudio, SPSS, STATA, SAS, or similar. Experience with data management programs such as Qualtrics or REDCap.
- E. Other skills. Outstanding written and verbal communication skills and organizational skills required. Must be able to manage multiple tasks and projects.
- F. Authorization. Applicant must be eligible to work in the United States and able to work regular working hours in US mainland time zones.

IV. COMPENSATION

MCN offers full-time, salaried employees an array of benefits including employer contributed investment account, health insurance, a health and well-being stipend, monthly contributions to a health savings account, 18 days/year of paid time off and 12 holidays. Starting salary range is \$50,000 to \$56,000 and is commensurate with experience.

V. EQUAL EMPLOYMENT OPPORTUNITY

MCN provides equal employment opportunity without regard to race, color, sex, religion, national origin, age, disability, pregnancy, sexual orientation, gender identity and/or expression, genetic information, ancestry, or HIV/AIDS status. MCN conforms to all applicable federal and state laws, rules, guidelines, and regulations and provides equal employment opportunity in all employment and employee relations.

VI. DISCLAIMER

In any organization or job, changes take place over time. Although an effort will be made to keep job-related information current, this is not an all-inclusive list of job responsibilities. MCN reserves the right to revise or change job duties and responsibilities as the business need arises, or as program needs change. In compliance with EEOC 29 CFR, part 1630, if the employee cannot perform the essential functions of this position in a satisfactory manner, further accommodations shall be made if it does not constitute undue hardships upon this organization.