



# Stellar Group

Research | Strategy | Impact

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## JOB DESCRIPTION: ASSOCIATE (RESEARCH & EVALUATION)

The Stellar Group seeks a new team Hawai'i-based team member to perform a variety of technical, analytical, and administrative duties for internal and external research and evaluation projects with nonprofit, government, and tribal clients. A successful team member will thrive working across cultures in a dynamic team environment where learning is constant and different ideas and perspectives are encouraged.

This job requires project management, attention to detail, rigorous analytical and strategic thinking skills, leadership skills, and superb interpersonal and cross-cultural communication skills. Much of our work is in service to traditionally underserved people and communities. A strong connection to or understanding of the people and communities our work serves is valued. Prior experience in early childhood, public health, and/or social services programming is helpful, but curiosity and a desire to learn and grow are essential. Candidates outside of Hawai'i will not be considered.

### DUTIES INCLUDE

#### PROJECT IMPLEMENTATION

- » *Work as part of a team on multiple project teams to plan, organize, and carry to completion short and long-term research and planning projects with overlapping timelines.*
- » *Provide effective project leadership to projects of moderate size and complexity and projects with increasing complexity to longer-term clients, as assigned, by applying and adapting project management best practices for communication, organization and oversight, reporting, risk management, closure, and client engagement.*
- » *Identify and communicate changes to the project scope, timelines, and deliverables with clients based on adjustments identified during project work to ensure client needs are met.*
- » *Engage in ongoing communication and coordination with clients and coworkers; delegate aspects of projects to other team members to ensure successful project completion.*
- » *Build rapport and relationships with client contacts and follow-up with clients after project completion to build and maintain a strong network.*
- » *Demonstrate curiosity to identify and explore nuances, contexts, and implications important for analysis, recommendations, and approach.*
- » *Develop and maintain positive relationships with clients, coworkers, project stakeholders and others encountered in the course of work. Act with compassion and integrity. Use good judgement, tact, and discretion in handling sensitive situations.*

- » *Maintain confidentiality of firm's clients and projects.*

## RESEARCH & PLANNING

- » *Assist with understanding the protocols and needs of different communities we interact with and designing culturally appropriate methods to engage with them for various projects.*
- » *Conduct research with respect for people and communities, drawing from lived experience and traditional knowledge. Conduct interviews in situations that require cultural sensitivity and an understanding of cultural contexts.*
- » *Develop or modify research plans and data collection tools, collect qualitative and quantitative data, and clean, analyze and interpret data accurately.*
- » *Prepare clear, accurate, engaging, and accessible reports, plans, infographics, presentations, and other informational documents for various audiences and purposes. Prepare and present engaging discussions of findings with stakeholders.*
- » *Identify and apply related contexts of other aspects and histories of the community, drawing connections with national and regional factors. Proactively apply other research, themes, and historical or contextual information to the specific research being conducted.*
- » *With guidance, plan and facilitate participatory processes to conduct research and develop strategic plans in virtual and in person settings. Host meaningful conversations and develop alignment among diverse stakeholder groups using a variety of methods.*
- » *Plan and facilitate inclusive meetings, trainings, and other events in person and virtually, including developing agendas, presenting information that is accessible and understandable to the target audience, and coordinating logistics (maintaining contact lists, scheduling meetings, securing facilities or technology, sending invitations, providing resources for attendees, and taking and distributing meeting minutes).*
- » *Contribute to stakeholder engagement, meeting, and presentation plan for assigned projects, identifying audiences and approaches that create inclusive meeting spaces and contribute to desired outcomes of both the individual engagement and overall project success.*

## BUSINESS DEVELOPMENT

- » *Assist with business development by attending meetings with prospective clients and participating in business development planning.*
- » *Respond to inquiries and RFPs and inbound client outreach by drafting project scopes and methodology.*

## DESIRED EXPERIENCE AND SKILLS INCLUDE

- » *Project management skills including tracking deliverables, deadlines, and budget, problem solving and adaptability, communication, and organization*
- » *Working knowledge of the social determinants of health, equity, and empowerment, as well as person-centered, culturally appropriate, participatory research and stakeholder engagement practices*
- » *Group facilitation skills including rapport building, active listening, and group management to encourage dialogue with a diverse audience*
- » *Experience conducting qualitative and/or quantitative research and evaluation,*

*including cleaning and organizing large datasets and developing and/or modifying data collection tools (e.g., surveys, interview protocols)*

- » *Experience developing and implementing strategic plans with non-profits, coalitions, and/or government agencies*
- » *Cross-cultural communication skills*
- » *Prior experience successfully coordinating inclusive projects with diverse stakeholder groups on sensitive topics*
- » *Ability to analyze and interpret complex information, think holistically and systematically about intractable problems and their root causes, and develop strategies to address*
- » *Experience with statistical software programs, graphic design, and/or data visualization*
- » *Ability to work in languages other than English*

The Stellar Group's clients are working to realize more just and equitable systems and to improve services for traditionally underserved populations, including people of color, immigrants/refugees, LGBTQ2S+ and people with disabilities. We believe we are stronger when our own team is representative of the people and communities we serve. We encourage candidates of diverse backgrounds.

A minimum of five years of research and evaluation experience is required, with progressively more responsible project management experience. A bachelor's degree is required, and a master's degree is preferred. Experience may be substituted for education. Competitive salary DOE. Travel is expected. The range for this full-time, exempt position is \$72,000-\$90,000/annually. New hires can typically expect to be placed at \$72,000 - \$80,000, depending on experience.

There is the potential for placement at a Senior Associate Level (\$90,000-110,000) will be considered for candidates with advanced education, 10+years of research and evaluation experience, and demonstrated exceptional project management skills. Preference for prior supervisory experience.

While this is a remote work position, this position is physically located in Hawai'i. Equipment is provided. Additional benefits for full-time employees include:

- » **Individual Health Care Reimbursement Accounts (up to \$10000, age & geography dependent, plus dependent allowance)**
- » **Generous leave policy (24 days annually + paid holidays)**
- » **SIMPLE retirement accounts with 3% matching**
- » **Paid parental leave**
- » **Technology stipend**

We are a learning organization and constantly reflecting on and refining our approach, as well as building the skills and abilities of our team through ongoing professional development and training opportunities.

Please email a resume and cover letter describing your interest in this position, how your skills, abilities, and background will contribute to the work of the Stellar Group, and your career goals to [iris@stellargp.com](mailto:iris@stellargp.com). The position is open until filled.

*The Stellar Group is an equal opportunity employer.*