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## **JOB OPENING**

**Job Title:** Public Health Specialist  
**Company:** Kauffman & Associates, Inc.  
**Location:** Silver Spring, MD

Founded in 1990, Kauffman & Associates, Inc., (KAI) is a fast-growing professional services firm that welcomes talented staff and strategic thinkers from diverse backgrounds and fields. Our dedicated team applies their special skills, knowledge and experience, delivering creative solutions that positively impact society.

With offices in Silver Spring, MD and Spokane, WA, KAI works closely with public and private-sector clients to tackle many of today's leading social issues – including public health, education, and economic development. Join us today and be rewarded with a meaningful career challenge.

We offer competitive compensation and an excellent benefits program including medical, dental and life insurance, short- and long-term disability coverage, paid time-off and holidays, and matching 401(k) contributions.

KAI is seeking a Public Health Specialist. The Public Health Specialist will conduct applied research-based activities focused on community-based initiatives, national evaluations, cross-site evaluations, and other evaluative components of federal contracts. Under the direction of the project manager, the incumbent will manage databases and analyze national CDC data to assess health status of Native Americans. Effective, collaborative teamwork is an essential ingredient to assist with weaving programmatic and evaluative efforts together. Aptitude and experience with managing federal projects is required. This position may encompass a range of areas including education, tribal colleges and universities, behavioral health and health care, and social services. The candidate will have strong quantitative skills who is also comfortable with qualitative research.

### **Responsibilities include:**

- Conducts program evaluation and applied research of various community-based initiatives and grant-funded projects, which are primarily focused with American Indian and Alaska Native communities
- Designs and plans programmatic and evaluation models using participatory processes including empowerment evaluation
- Uses mixed methods and develops both qualitative and quantitative measures to gather information for programmatic, evaluation, and social marketing purposes
- Prepare and implement protocols and statistical analysis plans to analyze morbidity rates for AIAN population residing in an urban area.
- Effectively manages and analyzes data, and clearly and succinctly reports written and verbal findings using a mixed media approach
- Able to design trainings for research skill development and facilitate the building of evaluation capacity in communities
- Experience with federal contracts or subcontracts, and assisting with providing high quality deliverables and services, within budget and timeline, while coaching an effective team
- Main areas to conduct work include education, behavioral health, and social services

### **Requirements & Qualifications:**

- Doctorate in epidemiology, educational psychology, health or social services



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- Three to five years of experience related to applied research and evaluation with community-based initiatives and/or grant-funded projects
- Outstanding relational, teamwork, and cultural competency with colleagues, community members, federal representatives, contractors, and clients
- Excellent analytical and writing skills that include an attention to detail as well as a grasp of large conceptual frameworks
- Experience using statistical software preferably SAS, SPSS and Nvivo and with knowledge of Microsoft Access, Microsoft Excel, database management and statistical analysis
- Familiarity with BRFSS, YRBSS or other national CDC datasets is desired
- Demonstrated production of complex and high quality work
- Previous work in American Indian/Alaska Native communities preferred

Please submit a resume and cover letter summarizing your experience as it relates to this position and your desired salary range to [careers@kauffmaninc.com](mailto:careers@kauffmaninc.com) by **Friday, October 14, 2011**.

KAI is an Equal Opportunity – Affirmative Action Employer.