

About the Project

Healthcare Ready is seeking a Texas-based Qualitative Research Specialist who will plan and execute research and public education activities for our grant-funded project focused in the state of Texas. Reporting to the Associate Director of Programs & Response, you will contribute to all aspects of the research and analysis process, along with project management. This is a full-time, exempt-level, temporary position that is grant-funded through June 2025.

As a core member of the research team, you will assist in achieving our three main project goals: of a comprehensive asset mapping within the specific area, identifying and highlighting the highest vulnerabilities, and identifying underutilized resources and/or community assets/relationships with a focus on intentional engagement.

You will lead and contribute to qualitative research, including organizing and facilitating multi-stakeholder dialogues, conducting focus groups, and key information interviews across Texas. Your efforts will result in a comprehensive asset map and framework. Additionally, you will present research findings to community partners and stakeholders, assist with overseeing Junior Analysts' work and collaborate with internal team members as well as external funding partners. If you are bilingual, you will also play a critical role in translating, transcribing, and synthesizing qualitative research findings.

Responsibilities:

Essential Functions

- Conduct and manage research-related activities, including interviews, surveys, community mapping, literature reviews, and the analysis of both quantitative and qualitative data.
- Develop and refine data collection guides for interviews, focus groups, and multi-stakeholder dialogues.
- Manage qualitative data, including de-identification, transcription, and preparation for qualitative data management software (e.g., Dedoose).
- Conduct semi-structured interviews or focus groups, particularly for community-based organizations and advocacy groups, while maintaining flexibility in questioning.
- Participate in and contribute to discussions on coding, data analysis, and the development of coding schemes across various data sources (transcripts, videos, photographs).
- Communicate regularly with study team members, collaborators, and research participants to ensure alignment and progress.
- Participate in multidisciplinary team meetings to review and integrate mixed methods studies.
- Prepare and deliver presentations at research meetings, stakeholder meetings, and conferences, effectively communicating findings to both technical and lay audiences.
- Lead or facilitate stakeholder meetings and supervise research analysts and other junior staff on specific projects.
- Write research reports, create presentations, and lead the development of manuscripts for journal submissions.

- Engage with partners to review and evolve analyses on an ongoing basis.
- Potentially collaborate with the Communications team on additional outreach opportunities, including newspaper articles, blogs, and panel discussions.
- Occasional travel to conduct interviews or focus groups at field sites within Texas (primarily Houston) within the project period (approximately 10-30%).

Candidate Qualifications:

Required Qualifications

- Ability to represent Healthcare Ready with a high degree of professionalism in all settings.
- Bachelor's degree in Sociology, Public Health, Healthcare Administration, Emergency Management or a related field, with 4-5 years of relevant experience.
- 3+ years of experience in qualitative research methodologies, including developing, transcribing, and summarizing qualitative data, as well as synthesizing findings.
- Demonstrated research skills, including engaging and connecting with people, active listening, creating and following research plans and protocols.
- 2+ years of experience facilitating multi-stakeholder dialogues and fostering relationships with community partners focused on vulnerable populations.
- Demonstrated ability to develop cross cultural relationships with appropriate cultural humility.
- 3+ years of project management experience, including successfully overseeing and directing teams in a collaborative, cross-functional environment and managing all budget aspects.
- Strong oral, written, note-taking and analytical skills, with the ability to present qualitative findings to diverse audiences.
- Understanding of Texas healthcare infrastructure.
- Experience in statistical analysis, vulnerability assessments, and/or asset mapping.
- Familiarity with public health, healthcare administration, emergency preparedness, civic engagement, or community development, with preferring experience in Texas communities.
- Self-starter who works well independently and values collaboration.
- Demonstrated proficiency in MS Office products.

Preferred Qualifications

- MS, MPH, or PhD candidate in Sociology, Public Health, or a related field with a minimum of 3 years of experience.
- 5+ years of experience in facilitating multi-stakeholder dialogues and developing qualitative research methodologies.
- Bilingual in English and Spanish, with previous experience conducting interviews and data collection within Spanish-speaking communities strongly preferred.
- Extensive experience working with community-based and grassroots organizations (professional or volunteer capacities).
- Experience with ArcGIS, Tableau and Power BI strongly preferred.

Compensation Package: Semi-monthly salary of \$90,000 annually, plus benefits (health insurance, 401k, PTO).

Type of Position: Full-time, Exempt (no overtime pay), Temporary: anticipated start date (ASAP) – June 30, 2025. Based in Texas (strongly preferred), open to other remote locations with accessibility and familiarity with Texas.

Healthcare Ready is an equal opportunity employer and complies with all applicable federal, state, and local laws regarding non-discrimination and affirmative action. We believe in the importance of equal opportunity and are dedicated to ensuring that all employment decisions are based on qualifications, merit, and organizational needs without regard to race, color, religion, sex, gender identity, sexual orientation, age, national origin, disability, genetic information, or any other characteristic protected by law. We value diversity and encourage individuals from all backgrounds to apply.

Zip Recruiter Questions

Do you currently have unrestricted employment authorization that will allow you to work with any employer in the United States (proof of eligibility will be required upon employment)? **(knock-out Q)**

At minimum, do you have bachelor's degree Sociology, Public Health, Healthcare Administration, Emergency Management or a related field? **(knock-out Q)**

Are you fluent in English and Spanish?

Do you have experience working with health systems in the state of Texas?

If yes, please describe your experience in three sentences