

Job Description Research Coordinator

Title: Research Coordinator or Research Associate; commensurate with experience and education
Salary: Salary commensurate with experience, likely in the range of \$60,000 to \$90,000 USD annual
Location: Remote, ideally located in Washington, Virginia, or Alaska. Occasional in-person work possible.
Schedule: 1 FTE (40 hours per week; pacific time zone)
Payment Schedule: Monthly
Start Date: ASAP

Hours: Working hours are generally Pacific time zone, with flexibility required for meetings/events in other time zones.

Who we are: Global Child Nutrition Foundation (GCNF) is a 501(c)3 organization founded in 2006 and based in Seattle, Washington. GCNF works to ensure governments and their partners have the knowledge, tools, and connections they need to increase coverage of high-quality school meal programs. For more information on GCNF, please visit <https://gcnf.org>.

GCNF is governed by a Board of Directors composed of domestic and international leaders in child nutrition and related fields that provide a global perspective and policy guidance. The small staff of GCNF is complemented by a global cadre of consultants, volunteers, and interns.

Overview:

Under the direction of GCNF's Lead Researcher, the Research Coordinator/Associate will apply research skills and scientific rigor to GCNF's programs. During active survey periods, the Research Coordinator/Associate engages in all aspects of data collection and management, including refining survey instruments, implementing data collection methodologies, and cleaning and verifying data. The Research Coordinator/Associate will support data analysis, identify content for infographics, develop country reports, and draft briefs and reports. The Research Coordinator/Associate will develop and execute a robust data/research dissemination plan to include designing and delivering presentations in relevant fora and writing manuscripts for peer-reviewed publications. The position will increase GCNF's ability to respond to RFPs and to take on additional research projects. The ideal candidate will have basic or advanced data analysis skills, strong English writing skills, and a good ability to collaborate with and support a team.

Key illustrative (not comprehensive) responsibilities include:

- Support GCNF's Lead Researcher in all research and data activities as requested
- Coordinate the development or refinement of survey instruments
- Support the Global Survey Team in implementation of survey methodology and protocols (and help to define and document such protocols)
- Manage the development of country reports (country-specific factsheets)
- Develop and execute a research dissemination plan to include:
 - Target journals and see manuscripts through from writing to publication
 - Target conferences and write abstracts/make posters and deliver presentations
 - Coordinate dissemination activities such as webinars
 - Coordinate research poster session at the Global Child Nutrition Forum
 - Develop content for infographics and short reports based on GCNF data
- Provide research capacity that allows us to respond to RFPs
- Identify and coordinate research opportunities for GCNF
- Support the maintenance of GCNF's database

- Other: As a small team, all staff positions at GCNF require a great deal of flexibility to accomplish a wide range of tasks. We learn and apply new skills daily. Active engagement, proactive problem-solving, and teamwork are central to our work. Self-motivation, pushing projects forward, juggling priorities, keeping school meals boldly on the international scene, and maintaining a good attitude are daily practices at GCNF.

Qualifications:

- Masters or PhD in related field (e.g., applied economics, international development, nutrition, public health)
- Familiarity with research methodologies, data collection techniques, and data analysis
- Previous experience cleaning, managing, and analyzing data similar to the type found in the Global Survey of School Meal Programs
- Demonstrated attention to detail
- Proficient in data analysis tools and software (e.g., Stata, Tableau, Excel, or others)
- Proven ability to interpret and articulate research findings, conduct literature reviews, and publish results
- Ability to work with multidisciplinary and multinational teams, including an ability to collaborate effectively, contribute ideas, and support team members in achieving research objectives in a remote environment
- Excellent ability to speak, present, and write for both a nonacademic and academic audience in English
- Fluent in Google Suite and Microsoft Office
- Ability to think innovatively and develop unique solutions to challenges or issues that may arise

Please submit a cover letter, CV, and writing sample to info@gcnf.org as soon as possible. Interviews will be conducted on a rolling basis. Applications without cover letters will not be considered. Please send any questions to info@gcnf.org. Thank you for your interest. Only shortlisted candidates will be contacted.