



People. Planet. Prosperity

Research Associate

Position Overview

The TVCDC Evaluation Department is looking for a part-time Research Associate to assist in information gathering and analysis, data entry, report writing, and other administrative functions.

Reports to

TVCDC Director of Evaluation- Lili Jones Jarding

Compensation & Benefits

Compensation: \$12.00 to \$15.00 per hour, depending on experience

Position Type: Part-time, hourly, non-exempt, averaging 20 hours per week

Benefits:

- Simple IRA with up to a 3% match from TVCDC
- Accrued Paid Time Off up to 80 hours per year
- Up to 11 annual paid holidays
- Paid Administrative leave during office closures for inclement weather

Essential Duties & Responsibilities

- Participate in a range of information gathering and analysis activities.
- Assist in maintenance of Salesforce evaluation system.
- Assist in report generation.
- Data entry.
- Report writing.
- Aid in interviewing.
- Administrative functions as needed.

Qualifications, Knowledge, Skills

- Skilled in basic research techniques with the ability to discern accuracy of information based on authorship, peer review, publication source, or other identifying indicators.
- Experienced in utilizing Microsoft Programs, specifically Microsoft Word and Microsoft Excel.
- Adept in email and online navigation.

Thunder Valley Community Development Corporation

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- Comfortable learning new computer programs/software.
- Prior interviewing experience preferred with the ability to utilize targeted questioning to aid in creating more complete and accurate reports.
- Two years of college preferred.
- Self-starter eager to learn and grow research knowledge.
- Excellent verbal and written communication skills, including ability to effectively communicate with peers, community members, funders, and media/press.
- Current valid drivers license.

ADA Specifications

TVCDC is committed to making reasonable accommodations in accordance to the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other qualification that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The Evaluation Associate may be required to use the computer for extensive periods of time. Local travel may be required.

Mission Driven

Ideal candidate has as a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission

Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

To Apply

Please email a **cover letter**, **resume**, and **writing sample** to jobs@thundervalley.org. Include "Research Associate" in subject line.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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