Part-Time Research Associate

Position Overview
The Part-Time Research Associate would be a part of the TVCDC Evaluation team and would assist with information gathering and analysis, data entry, report writing, and other administrative functions related to evaluation work.

To Apply
To apply, complete an application and submit your cover letter and resume online here, be sure to indicate that you are applying for the Part-Time Research Associate on the application.

Position Details
Compensation: $12.00 to $15.00 per hour, depending on experience
Reports to: TVCDC Director of Evaluation
Position Type: Part-time, hourly, non-exempt, averaging 20 hours per week
Position Location: Porcupine, SD with occasional regional travel required
Position Schedule: Weekdays during business hours, exact schedule to be determined with supervisor
Benefits:
- SIMPLE IRA with up to a 3% match from TVCDC;
- Accrued Paid Time Off up to 160 hours per year;
- 14 Annual Paid Holidays;
- Up to $1,500 annually in continuing education assistance;
- Up to 6-weeks paid Maternity or Paternity Leave for new parents;
- Up to 4 paid hours per week to participate in Lakota Language Learning Class;
- Paid administrative leave during inclement weather closures.
- Vision, dental, and healthcare with premiums paid by TVCDC available if position increases to 30+ hours per week

Essential Duties & Responsibilities
- Gather information from a variety of sources using a variety of methods
- Analysis of information
- Data entry and retrieval
- Create short reports
- Support organizational evaluation and research projects by all initiatives
- Critical thinking
- Administrative functions as needed

Qualifications, Knowledge, Skills
- Prior research experience and knowledge through past work, personal, volunteer, and/or school activities. Examples may include online research, interviews, surveys, creating presentations, or focus groups.
• Experienced in utilizing Microsoft Programs, specifically Microsoft Word and Microsoft Excel.
• Comfortable learning new computer software and programs
• Self-starter eager to learn and grow in experience and skills of the position
• Excellent verbal and written communication skills, including ability to effectively communicate with peers, community members, funders, and media/press.
• Current valid driver’s license preferred
• Proficient in email and online navigation
• Four-year college degree preferred

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 Property Manager may be required to use the computer for extensive periods of time. Varied work hours and travel may be necessary. Able to access second story apartments and bunkrooms via stairs in order to complete inspections.

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.

Thunder Valley CDC Vision
We envision a liberated Lakota nation through our language, culture, and spirituality.

The above description is 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. TVCDC position descriptions are not intended to create, nor are they to be construed to create, a contract between TVCDC and any staff member. All TVCDC staff are employees at will; therefore, TVCDC and each staff member are free to terminate that employment at any time and at either party’s discretion, with or without cause. 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.