



## WCN RESEARCH ASSOCIATE

As the statewide data and workforce resource center for nursing, the Washington Center for Nursing (WCN) works to ensure a high-quality nursing workforce for our communities today and in the future. Health care provided by Licensed Practical Nurses, Registered Nurses, and Advanced Registered Nurse Practitioners impacts access and quality of care for Washington residents every day. The WCN, among other things, conducts workforce research to address nursing shortages, works to support quality nursing education, develops strategies to build a more diverse and inclusive workforce, and promotes nursing as a career to middle and high school students. With the goal of developing a nursing working force that mirrors the increasing diversity of our communities and advancing equitable care, WCN studies the supply, demand, and characteristics of nursing professionals in Washington to inform nursing workforce policy. To achieve this, WCN partners with a broad community including national and state workforce researchers, nursing leaders, schools, colleges and universities, health care facilities and organizations, communities, policymakers, and other partners. WCN is a nonprofit corporation located in Tukwila, WA. For more information, please visit the WA Center for Nursing website at [www.wcnursing.org](http://www.wcnursing.org)

The Research Associate is responsible for coordinating and fulfilling the organization's research agenda in an ethical and timely manner. The Research Associate is responsible for the design, implementation, analysis, and reporting of research projects including, but not limited to, surveys of the nurse workforce, nursing employers, and nursing education programs. This person must be adept at managing several projects simultaneously, be able to work independently with little or no supervision as well as work well in teams and meet deadlines. The Research Associate will have outstanding written, oral, and interpersonal communication skills and pay meticulous attention to detail. This position is currently funded for one year. The position will start in January 2021 and is expected to be eliminated on December 31, 2021, although we hope for the possibility of an extension. The Research Associate reports to the WCN Executive Director. Final candidates will be subject to an independent background check. WCN is an Equal Opportunity Employer; minority candidates are encouraged to apply.

### **POSITION RESPONSIBILITIES:**

- In collaboration with staff, board of directors, and relevant stakeholders, develop and expand research agenda for the organization
- Evaluate accomplishment of and recommend modifications to the organization's research agenda
- Assist with identification of funding sources and/or research partners for research projects
- Prepare research and grant proposals and budgets for submission to funding sources
- Develop and design research instruments for data collection
- Collect and analyze quantitative and qualitative data
- Maintain databases of research data for potential future use, organized files and records
- Generate written briefs, reports, infographics, visuals, press releases, contribute to peer-reviewed research and other materials to distribute research outcomes to a wide audience
- Present research findings to local, state-wide and national stakeholders
- Represent the organization at selected meetings, conferences and committees
- Develop, maintain and meet internal and external stakeholder needs in a timely and accurate manner

- Work with vendors as needed to contract for data entry, web survey design, or additional research needs that cannot be performed in-house
- Other duties and tasks according to organizational needs and changes

#### **EDUCATION REQUIREMENTS AND WORK EXPERIENCE:**

- Master's degree required
- Two years of experience that includes quantitative and qualitative research methods and statistics required.
- Previous experience managing and conducting large scale research *required*
- Proposal writing and grant management experience
- Required Knowledge, Skills and Abilities:
  - Knowledge of research methods, statistics, and health workforce issues required
  - Ability to design and implement survey research including the analysis and interpretation of primary and secondary data
  - Ability to plan and write grant proposals
  - Skill in written and verbal communications
  - Demonstrated leadership skills
- Preferred Knowledge, Skills, and Abilities:
  - Doctorate degree a plus
  - Registered nursing practice background and/or current registered nursing license a plus
  - Knowledge of health care and health care policy desirable
  - Knowledge of nursing and health policy issues desirable

#### **COMPENSATION & BENEFITS:**

- This is a full-time salaried position, with an opportunity to be part-time. All benefits are pro-rated for part time employees.
- Salary: \$70-80,000 depending on experience and education. All required federal and state taxes paid by employer
- Differential in Lieu of Healthcare Benefits
- 80 hrs. Paid Time Off (PTO) per year, with eligibility to access PTO after successful completion of 90-day introductory (probation) period.
- Limited reimbursement for use of personal cell phone per WCN policies
- Telecommuting per mutual agreement with Executive Director
- Benefits: 9 paid holidays (8 federal and one floating)
- Automatic enrollment 401K after successful completion of 90-day introductory (probation) period
- Support to attend trainings as required by employer
- Free parking on site

#### **APPLICATION PROCESS:**

- Your resume or CV with references
- A cover letter explaining your interest in and experience relevant to the Research Associate position
- a writing sample, and your salary requirements

Please submit the following to Theresa Berry, Finance and Operations Associate, WA Center for Nursing, 1101 Andover Park West, Suite 105, Tukwila, WA 98188 or [theresab@wcnursing.org](mailto:theresab@wcnursing.org)