



## **MANAGER OF RESEARCH & EVALUATION POSITION**

**Type of Position: Half-Time, Employee or Consultant**

### **ABOUT NAQC**

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The North American Quitline Consortium (NAQC) is a non-profit organization that promotes evidence-based quitline services across diverse communities in North America. Each person who works at NAQC helps to create the “NAQC experience” for our members, colleagues and the public. We work as a team to create a positive, highly professional and productive learning environment, and each staff person contributes to the creation and maintenance of this environment.

NAQC’s mission is to promote evidence based quitline services across diverse communities in North America by:

- *Maximizing the access, use, and effectiveness of quitlines in North America;*
- *Offering a forum to link those interested in quitline operations; and*
- *Providing leadership and a unified voice to promote quitlines.*

Research and evaluation activities are a central hub of the organization, through which NAQC achieves its mission. The vision is to create a professional, well-organized set of activities that supports NAQC’s service to members, colleagues, and the public.

### **JOB DESCRIPTION**

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The North American Quitline Consortium (NAQC) is seeking a Manager of Research & Evaluation. The Manager will have primary responsibility for maintaining and enhancing NAQC’s research and evaluation portfolio. The manager will work in collaboration with other staff, including the CEO, administrator, program manager and manager of public-private partnerships. S/he will be responsible for:

- Managing NAQC’s annual survey of quitlines, including updating the questionnaire, fielding the survey, cleaning and analyzing data, presenting results to a broad audience.
- Serving as subject-matter expert on NAQC’s minimal data set for evaluating quitlines. This includes providing technical assistance to state tobacco control programs, quitline service providers and national organizations as needed and updating the data set as needed.
- Supporting the evaluation requirements for grants and contracts.
- Managing quality improvement projects, including technical assistance to state tobacco control programs and service providers on best and promising practices.
- Developing and updating briefs, guides, website pages and other materials related to these topics for a professional audience of state tobacco control programs, quitline service providers, CDC and other national organizations.
- Serving as liaison with the research community, attend related conferences, represent NAQC in research related meetings and events, and oversee fact checking for NAQC publications.
- Assuring high quality products, delivered on time and within budget.

The Manager reports directly to the President and CEO.

### **EDUCATION, EXPERIENCE & QUALITIES**

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A master’s degree is strongly preferred; minimum of three years’ experience in public health, research, evaluation or survey management; and experience with quitlines and/or NAQC preferred. Strong analytic, logistical, writing and interpersonal skills are required. A successful candidate will be a self-starter, able to

manage time and budgets, and able to conduct business effectively in a telecommuting environment. S/he will have an ability to think strategically and proactively. S/he will be committed to public health, tobacco cessation and excellence in serving the needs of NAQC members.

- BS/BA degree in related field required. Master's degree is strongly preferred.
- 2-5 years' relevant experience in research, evaluation and program management required; tobacco control experience is preferred; writing experience is preferred.
- Strong analytical and logistical skills required.
- Proficiency in Microsoft Office (2003 to 2019) and computer skills required.
- Knowledge of Mail Chimp, Survey Monkey templates, and Listserv, as well as research analysis software is helpful.
- Experience in planning and moderating conference calls, meetings and/or webinars is required. Familiarity with AdobeConnect and Zoom is preferred.
- Experience in developing and writing training guides, technical reports, journal articles and other materials is required.
- Excellent organizational, verbal and written communication skills are required.
- Characteristics such as self-starter, problem solver, consensus builder, team member are required. Tact and maturity are important.
- Ability to work in a virtual environment (requires strong interpersonal skills; proactive approach; and ability to interact by phone and email with staff, members, strategic partners and other professionals in the U.S. and Canada) are required.

## **COMPENSATION**

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This is a half-time position that requires telecommuting. Employee or consultant status is available. Compensation will be market-based and commensurate with experience.

## **NON-DISCRIMINATION**

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NAQC firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, sexual orientation, physical or mental disability, disabled veteran status, or veteran of the Vietnam era and any other protected category pursuant to applicable federal, state or local law.

## **APPLICATIONS FOR THE POSITION**

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To apply for this position, please send a cover letter, resume and salary requirements to NAQC. We expect to fill the position on or before December 20, 2019.

**NORTH AMERICAN QUITLINE CONSORTIUM**  
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