Career Opportunity:  
Project Analyst  
Implicit Bias Learning Collaborative (Albany, NY-based)

Organization Overview
The National Institute for Children’s Health Quality (NICHQ) is a mission-driven nonprofit dedicated to driving dramatic and sustainable improvements in the complex issues facing children’s health. We provide deep expertise in building and managing effective change strategies that align partners and engage participants to achieve better outcomes for children’s health.

Position Overview
To combat the issue of racial disparities in maternal mortality and reduce implicit bias in healthcare institutions across New York State, NICHQ, working in partnership with the New York State Perinatal Quality Collaborative (NYSPQC), an initiative led by the New York State Department of Health (NYSDOH), will develop and implement a train-the-trainer Implicit Bias Learning Collaborative for all New York State birthing hospitals.

NICHQ is seeking a Project Analyst to be located in Albany, NY to provide direct contact with the participating hospitals to collect, compile and analyze hospital data to assess status of work on an ongoing basis and develop periodic reports as needed and other project management duties as assigned.

Summary
Salary: Commensurate with experience  
Career Level: Experienced  
Status: Full-Time, Employee in a two-year, grant funded position  
Location: Based at the New York State Department of Health in Albany, NY. Occasional overnight travel required.  
Education: Bachelor’s degree in public health, mathematics, statistics, biostatistics, social sciences, or a related field and three years of professional post-degree research experience in that field; or a Master’s degree in one of the above fields and two years of such experience; or a Doctorate in one of the above fields.  
Reports to: Project Director(s) (Albany and Boston), Implicit Bias Learning Collaborative
Responsibilities

- The Project Analyst will support the work of the NYSPQC through its Implicit Bias Learning Collaborative. To support this initiative, the Project Analyst will:
  - Execute applied research/evaluation project activities across all phases of the initiative, including, planning, implementation, data collection and management, data analysis, evaluation, reporting and dissemination
  - Lead the planning and development of the project’s data and measurement strategy
  - Lead the planning and development of questionnaire-based quality improvement data elements, tools and online reports
  - Design and prepare various forms and tables utilizing statistical and reporting tools
  - Lead the development of data-related training materials, distribution of training materials, and conduct the training in-person or via webinar
  - Provide feedback and direct technical assistance to birthing hospital teams regarding project measures, data collection and submission, and evaluation through webinars, phone calls, etc.
  - Support and manage day-to-day project tasks related to the project’s data strategy and evaluation
  - Identify complex project insights, concerns, and potential solutions in a timely manner to Director(s) and project team as appropriate
  - Ensure project is on track to meet objectives and data related goals
  - Assist in the development and management of project plans as related to data and evaluation (e.g., schedule, deliverables, project status reports) and tracking deliverables
  - Coordinate project data activities related to data completeness and quality
  - Share accountability for driving results and achieving project aims with project leadership
  - Work with Improvement Advisor, consultants and faculty to assure adherence to the mission, vision and aims to ensure success of the project/program;
  - Work with Director(s) to cultivate and oversee strategic and project-specific relationships with hospital teams, consultants and faculty as appropriate
  - May contribute content expertise

Required Qualifications

- Bachelor’s degree in public health, mathematics, statistics, biostatistics, social sciences, or a related field and three years of professional post-degree research experience in that field; or a Master’s degree in one of the above fields and two years of such experience; or a Doctorate in one of the above fields.
• Experience with SAS or other quantitative statistical packages
• Experience providing direct technical assistance
• Proficiency with office systems and computers; excellent computer skills (e.g., Word, Excel), including database management; adept at learning new technologies quickly
• Outstanding organizational and time management skills; able to show initiative with ability to manage multiple projects and meet deadlines
• Exceptional written and verbal communication and interpersonal skills
• Ability to work in teams and independently
• Strong writing, editing, and proofreading skills

Preferred Qualifications
• A Master’s degree in statistics, epidemiology or a related field and professional experience and/or coursework in statistics, mathematics, health economics, epidemiology, biostatistics, social sciences, health or public policy, health administration, or health services outreach
• Experience with web-based survey software
• Experience with qualitative research
• Experience working with confidential health records
• Experience with using qualitative improvement methodologies

Salary and Benefits
Salary will be commensurate with qualifications and experience. Excellent benefits package, including medical, dental, disability and life insurance, flexible spending accounts, paid earned time off and holidays, and commuter benefits.

To Apply
To apply for this employment opportunity, please complete and submit an online application at NICHQ.org. If you have any trouble accessing the application form, please email careers@nichq.org.

NICHQ is committed to creating a diverse environment and is proud to be an equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, age, marital status or disability.