

## JOB ANNOUNCEMENT

<b>Position Title:</b>	Project Manager
<b>Application Deadline:</b>	February 5, 2021
<b>Position Availability:</b>	Immediate Opening
<b>Location:</b>	Oceanside, CA (telecommute options available)
<b>Position Type:</b>	Full Time
<b>Position Pay:</b>	Competitive salary, Based on experience
<b>Benefits:</b>	Includes company contributions to vision, dental, health, and 401k; Paid Time Off, Paid Holidays, Volunteer Time Off, and Employee Assistance Program

### About the Company

Action Research is a behavior change consulting firm that specializes in the application of social science research to outreach programs that promote safe, healthy, and sustainable communities. Since its founding in 2001, Action Research has gained international attention as a pioneer in developing effective community-based social marketing programs. We have a global clientele that includes dozens of governmental agencies, non-profit organizations, and private companies who are seeking to promote sustainability. Our work has been highlighted through numerous press releases, presentations and publications including recognition in the 2011 book, *Social Marketing to Protect the Environment: What Works*. All our senior staff members have graduate-level degrees in the behavioral sciences, with extensive experience in survey and sampling methods, strategy development and research designs.

### Position Summary

The **Project Manager** is intended to support the development, implementation, and evaluation of community-based social marketing programs in the domains of environment, health, and public safety.

### Minimum Qualifications

- Master's degree in behavioral sciences (e.g., social psychology, conservation psychology, behavioral economics, or closely related discipline);
- Graduate-level training in statistics and applied research design or program evaluation;
- Extensive experience developing, implementing, and evaluating behavior change programs for government or private entities (minimum 3 years, experience in health, safety, or environment is preferred);
- Advanced training or academic coursework in community-based social marketing or social marketing;
- Demonstrated proficiency in project management, budgeting, planning, execution, delivery, quality assurance, and reporting; and,
- Technically competent with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc).

## Primary Responsibilities

- Apply behavioral science theory and concepts to the development of programs aimed at changing behavior for the public good;
- Develop and manage all aspects of project engagement from planning, external vendor relationships, communications, resources, budget, change, risk, and issues
- Oversee the day-to-day implementation of multiple projects;
- Assemble, coach, and supervise project teams;
- Establish and cultivate client relationships; communicate business and research requirements and processes, project status, obstacles, and make actionable recommendations to clients and stakeholders
- Review and summarize peer-reviewed literature, technical reports, and other relevant documents;
- Develop a research tools including focus group guides, surveys, and observational research protocols;
- Coordinate fieldwork initiatives including training, scheduling, execution, and reporting;
- Develop field research designs to test strategies;
- Identify metrics that adequately assess program success;
- Analyze qualitative and quantitative data, and prepare technical reports;
- Disseminate program results to internal and external audiences in written and spoken formats; and,
- Ensure timeliness, quality, and satisfaction of project deliverables to clients.

## Application Instructions

Please submit the following documents by email to Melanie Stubblefield: [stubblefield@actionresearch-inc.com](mailto:stubblefield@actionresearch-inc.com)

- 1) Resume or CV
- 2) Cover Letter describing your interest and fit for the position

**Position will close on February 5, 2021 at 5:00pm PST**

### **COVID-19 considerations:**

All staff are currently working remotely due to the COVID-19 pandemic.

**Equal Opportunity Employer**

