

## JOB ANNOUNCEMENT

<b>Position Title:</b>	Project Associate, <i>Community Outreach</i>
<b>Application Deadline:</b>	December 4, 2023
<b>Position Availability:</b>	Two Positions, Immediate
<b>Location:</b>	Oceanside, CA (San Diego County); This is <b>not</b> a remote position, but hybrid working options are available.
<b>Position Type:</b>	Full Time
<b>Position Pay:</b>	\$24.00 hourly

### ABOUT THE COMPANY

**Action Research** is a behavior change consulting firm that specializes in the application of behavioral and social science research to outreach programs that promote safe, healthy, and sustainable communities. Founded in 2001, Action Research has gained international recognition as a leader in developing effective behavior change programs based on community-based social marketing. We have a global clientele that includes dozens of governmental agencies, non-profit organizations, and private companies that are seeking to promote sustainability.

### POSITION SUMMARY

The Project Associate supports a wide range of activities related to the development, implementation, and evaluation of behavior change programs. The Project Associate provides support to Project Directors and Project Managers by coordinating, implementing, and documenting project activities.

### QUALIFICATIONS

- Bachelor's degree preferred in behavioral science, social science, communications, public relations, environmental science, environmental education, or related field.
- Minimum two years of relevant work experience.
- Technical understanding of environmental issues such as recycling, water quality, energy, litter reduction, and related topics is strongly preferred.
- Ability to educate, inspire, and empower audiences of all demographics.
- Ability to exercise cultural competence and best practices for inclusion.
- Effective communication and behavior management skills for diverse audiences.
- Experience conducting outreach and education for youth audiences is desirable.
- Highly organized with experience and judgment to plan, accomplish goals, and problem-solve.
- Demonstrated ability to implement project plans and adhere to protocols.
- Ability to keep on task and meet deadlines.
- Collaborative working style and ability to work independently.
- Excellent written and verbal communication skills.
- Strong computer literacy is required: MS Office (Word, Excel, Power Point).

## RESPONSIBILITIES

### *Project Support - General*

- Work collaboratively within a team and independently to maximize project productivity.
- Schedule, coordinate, and track project tasks within a team, outside consultants, and vendors while ensuring quality, satisfaction, and timeliness.
- Communicate project status, obstacles, and process to managers and directors and make actionable recommendations.
- Support directors and managers with development and implementation of new and ongoing social marketing projects.

### *Project Support - Outreach*

- Coordinate and participate in community outreach events.
- Schedule, coordinate, and deliver in-person presentations for diverse audiences including youth, Homeowner's Associations, businesses, and residents.
- Coordinate with vendors, event hosts, and other project partners.
- Develop and deliver informative educational presentations to K-12 classrooms, youth groups, and adult groups, on stormwater pollution prevention, watershed education, zero waste, recycling, and other environment, health, or public safety topics.
- Develop and cultivate positive relationships with schools, community groups, clubs, and agencies.
- Draft and edit content for a variety of outreach materials, including flyers, presentations, and websites.
- Coordinate with internal creative team to develop and produce creative and social media collateral.
- Ensure communications are accurate, clear, and complete; correct in terms of spelling, grammar, punctuation, and editorial style; and maintain a consistent tone and voice.

### *Project Support – Research*

- Conduct literature and case study reviews.
- Assist with focus group recruitment, coordination, facilitation, and notetaking.
- Collect field data utilizing intercept and observational methods.
- Organize and code survey and observational research data.
- Create spreadsheets or databases to store research information.
- Enter research data into a spreadsheet or database program.
- Coordinate fieldwork initiatives including training, scheduling, execution, and reporting.
- Assist with preparation and editing of project reports and materials.

### *Community-Based Social Marketing (CBSM) Guidance*

- Maintain a basic understanding of community-based social marketing and behavioral science principles.
- Assist with coordination of virtual and in-person CBSM workshops.

### *Business and Professional Development*

- Assist managers and directors with proposal submission work assignments.
- Actively stay on top of recent trends in environmental education, public outreach, cultural sensitivity, and other relevant topics.

**POSITION REQUIREMENTS**

- Reliable transportation and current driver's license and insurance.
- Ability to pass a background check.
- Willingness to obtain First Aid and CPR certification, and fingerprinting if required.
- Occasional flexibility in schedule to accommodate scheduled presentations, outreach events, or data gathering activities.
- Travel to outreach sites within San Diego and Orange County.
- Ability to speak a second language is desirable.

**BENEFITS INCLUDE THE FOLLOWING**

- Healthcare, Dental, Vision and Life Insurance Plan (with premium supplement from employer)
- 401(k) Plan with 3% Employer Matching
- Paid Holidays, and Volunteer Time Off.
- Paid Time Off (accrual begins after 90 days of employment).
- Flexible Spending Account (FSA).
- Employee Assistance Program

**APPLY NOW**

Please send a letter of interest and resume to: [stubblefield@actionresearch-inc.com](mailto:stubblefield@actionresearch-inc.com)

**EQUAL OPPORTUNITY EMPLOYER**

[www.actionresearch-inc.com](http://www.actionresearch-inc.com)