



Michigan Latino Arts Research Associate

The National Association of Latino Arts and Cultures (NALAC) is a legacy organization investing in the Latino heritage of this nation. For over 27 years, NALAC has built a strong foundation for the promotion of Latino arts and culture and its advocacy efforts have advanced issues of cultural equity and raised the visibility and understanding of Latino artistic and cultural expression. To this end, with support from the Kellogg Foundation, NALAC is making strategic investments in Michigan to bolster leadership development, grow networks and partnerships locally, regionally and nationally and provide financial resources for those front line artists and organizations involved in effecting change through arts and culture.

General Responsibilities

We are recruiting an experienced Research Associate to identify the existing ecosystem of Latina/o arts communities and efforts throughout the State of Michigan, conduct asset mapping, and consequently expand the Latina/o voice in the Region. The Researcher will prepare surveys, conduct interviews, create data visualizations and conduct analyses. The data is meant to serve as a tool for research, advocacy, and policymaking. This person will work as an advisor to NALAC in assessing regional needs and understanding policies that impact Latinos in Michigan. The Associate will work alongside NALAC's Director of Programs, Michigan Program Associate and other NALAC staff.

Core duties include developing a research tool to map the Latino arts field in Michigan, identifying key organizations, individuals, networks, advocacy groups, and assessing their needs and goals; establishing key partnerships with diverse organizations and public and private stakeholders; work with local communities to develop a system of monitoring and evaluating progress, building metrics and indicators that effectively tell the story of strengthening the Latino voice in Michigan. Aid NALAC in forming strategic networks and alliances within and beyond the Latino arts and culture field in Michigan to increase the impact of collective social change efforts, widen the scope of influence, and deepen the integration of cultural equity principles and leaders into broader cultural, artistic, racial, social and economic justice efforts. Vital to ensuring this project's success is developing and tracking indicators of success, not only for our own evaluative purposes but also as a tool in documenting the stories and statistics of the rising Latino population in Michigan.

The Research Associate's work duties may include, but are not limited to:

- Create and disseminate research tool, collect and analyze data, interpret data reports and create visualizations and presentations using a variety of software applications
- Provide timely statistical analyses, visualizations, and resulting insights for constituent communications
- Facilitate small and large group meetings and research sessions.
- Coordinate, conduct, and report back on individual and group meetings and interviews statewide
- Assist in the development and implementation of timelines to ensure timely completion of activities and deliverables.
- Assist monitoring of ongoing scopes of work to ensure accuracy of activities
- Participate in positive, effective relationships with community and national partners.
- Develop presentations for use during program-related events and activities.
- Develop written and online tools and instruments for programmatic use including survey and evaluation tools.
- Develop regular and timely updates for NALAC staff.
- Serve as research liaison to external partners including representing statewide and local meetings.

Knowledge, skills and abilities

We are looking for an experienced analytic and detailed oriented thinker with strong problem-solving skills, a mature interpersonal style with the ability to interact well with a diverse range of people. A successful candidate will possess understanding and commitment to NALAC's mission and have a track record of skillfully managing multiple, simultaneous projects.

Knowledge of Michigan Latino arts and culture communities

Previous experience with quantitative survey research, data analysis, and data visualization

Sharp analytical skills and an attention to detail.

Excellent written/oral communication skills.

Experience with survey design and managing research projects, knowledge of on-line survey software.

Excellent community-relations skills and ability to work effectively with diverse constituents.

Ability to initiate projects, work independently, remotely and be extremely reliable and effective at establishing and managing multiple priorities with minimal supervision.

Excellent ability to schedule, track and report on projects and deliverables; ability to problem solve when challenges arise. Must possess strong planning and organizational skills, with attention to detail.
Is flexible, innovative and receptive to taking on new and/or changing responsibilities.
Ability to accomplish goals working through formal and informal channels, with diplomacy and tactfulness.
Excellent verbal, written and listening communication skills.
Ability to manage multiple, simultaneous projects; organize and coordinate projects with multiple components;
Coordinate teamwork and work as part of a team;
Demonstrated skills in planning, organizing and implementing complex activities
A participative work style and the ability to receive feedback;
Advanced computer skills, including email and virtual conference applications, Microsoft Office suite and other online documents, such as Google Docs. Ability to learn new tools, techniques, applications, systems and processes as needed.
Web research fluency and the ability to learn and manage various information system technologies.
Provide general support of NALAC programs and services as requested.
Must have reliable transportation, a valid driver's license and be able to show proof of valid auto insurance.
Fluency in Spanish and English preferred.
Minimum 5 years of professional experience in a similar or equivalent position preferred.

Compensation

The duration of the Research Associate contract position will be July 1, 2016 through December 31, 2016. We are flexible and open to working out a mutually agreeable standard schedule. Busy times may entail some evening and weekend work or shifting of the standard schedule. Compensation dependent on experience and schedule (up to \$11,000).

Job Location and Travel

Position is based in Michigan area and requires the employee to travel regularly, including overnight travel, throughout the state and occasionally nationally. Regular virtual meetings with NALAC National Headquarters in San Antonio are required.

Point of Contact

Adriana Gallego, Deputy Director, agallego@nalac.org

How to Apply

Submit resume and cover letter via the NALAC Job and Internship Application portal at <https://nalac.submittable.com/submit/60177>. Due to the large number of applicants, only successful candidates will be contacted.