Researchers in the Bay Area are looking for a motivated and organized applicant for the position of Project Manager (PM) to be based at Stanford University in Palo Alto, CA. The RA will coordinate a randomized evaluation aimed at understanding and increasing take-up of preventative health care take-up among black men in the East Bay area.

This position offers an opportunity to gain first-hand field management experience in designing, implementing and analyzing an innovative randomized controlled trial aimed at understanding how to improve the efficiency of health care delivery in the United States, and to work directly with the Principal Investigator (PI) Prof. Marcella Alsan (Stanford) and collaborators Dr. Owen Garrick (President and CEO of Bridge Clinical Research) and Grant Graziani (UC Berkeley).

We would like to fill the position by late July 2017 with a start date in August 2017 or (at the latest) early September 2017.

**Job Purpose**
- To coordinate and assist with all aspects of a rigorous evaluation to improve the take-up of preventative health care services among minority populations in the East Bay of Northern California.

**Responsibilities**
- Implementing the research protocol developed for the evaluation; in particular, ensuring the study design’s randomization is upheld on the ground.
- Liaising with researchers at Stanford, UC Berkeley, the relevant institutional review boards, and other outside organizations, to manage day-to-day operations of the evaluation, ensure timelines are met, and solve problems as they arise. This includes managing relationships with both senior and junior staff members, and exercising good judgment on how to keep the PIs informed and involved in key decision points.
- Supervising field research enumerators at the various recruitment sites in the East Bay area to ensure the research protocol is followed.
- Conducting qualitative research, running pilot exercises, and refining the study design.
- Helping supervise the cleaning of data and assisting in analysis of the RCT.
- Assisting in the writing of project reports and policy memos.
- Other responsibilities, as assigned by the PIs.

**Qualifications**

**Required:**
- Bachelor's degree in economics, social sciences, public policy, or related quantitative field.
- Excellent management and organizational skills, along with strong quantitative skills.
- Fluency and excellent oral and written communication skills in English.
- Flexible, self-motivated, able to manage multiple tasks efficiently, team player.
- Demonstrated ability to manage high-level relationships with partner organizations.
- Professionalism in communication.
- Exceptional attention to detail and the ability to handle confidential and sensitive information.
- Familiarity with randomized controlled trials.

**Desired:**
- A Master’s degree in economics, social sciences, public policy, or related quantitative field.
- Knowledge of Stata (strongly preferred) or other data analysis software preferred.
- Prior experience as a research associate or project manager with J-PAL, IPA or a similar research organization and references from such institutions desired.
- Familiarity with and experience working with health data.
- Strong database management and computer skills, with the ability to learn new programs quickly

This position is located at Stanford University in Palo Alto, CA, with frequent travel to the East Bay to assist in the implementation of the RCT. From time to time, the PM may also be asked to travel to UC Berkeley to work directly with the project collaborators. An employment term of up to one year is expected for this position. While this is a typical full-time position that should not exceed a 40-hour work week, the RA will be required to work on 18 Saturdays over the course of the employment term. The PI is open to establishing a somewhat flexible work schedule to accommodate these Saturdays – e.g. a Tuesday-Saturday work week. The monthly salary for this position is approximately $5,300 USD and the position includes standard Stanford benefits.

Background information on the Funding organization

The **Abdul Latif Jameel Poverty Action Lab (J-PAL)** is a network of 91 affiliated professors from over 30 universities who conduct randomized evaluations (randomized controlled trials, RCTs) of social policies aimed at ensuring that policy is based on scientific evidence. To date, J-PAL affiliates have conducted 430+ randomized evaluations in 55 countries. J-PAL’s three core activities are:

1. **Conducting Rigorous Impact Evaluations**: J-PAL conducts randomized evaluations to test and improve the effectiveness of programs and social policies.
2. **Building Capacity**: Providing expertise for people interested in rigorous program evaluation and training others to conduct randomized evaluations.
3. **Informing Policy**: Disseminating the results of J-PAL affiliates’ research to policymakers, identifying the most cost-effective ways to achieve policy goals, and promoting the scale-up of highly effective policies and programs.

**J-PAL North America (J-PAL NA)** is based at MIT’s Department of Economics, and is the newest regional center at J-PAL. It focuses on promoting and supporting randomized evaluations in the region, advocating for evidence-informed social policy, and building capacity of policymakers and researchers in using and commissioning such evidence.

J-PAL NA is led by two Scientific Directors, Amy Finkelstein (MIT) and Lawrence Katz (Harvard). Please listen to this short interview with Lawrence Katz, where he explains his vision for J-PAL North America: [http://govinnovator.com/lawrence_katz/](http://govinnovator.com/lawrence_katz/)

How to Apply

- If interested, please send all application materials as **one attachment as a PDF** to oaklandhealth@bridgeclinical.com
- Application materials:
  - One-page cover letter briefly describing your motivation for applying for this position, and an explanation of how your experience and academic preparation meet the requirements of this job description.
  - CV/resume
  - Complete undergraduate and graduate transcripts, if applicable (unofficial transcripts acceptable)
  - List of 2 references including name, position and email address. Please have your references write a letter of recommendation to be send to the above email address with the following subject line: “Recommendation for [insert name of applicant]”. All letters of recommendation must be submitted by July 21.

Applications will be reviewed on a rolling basis, with the final application deadline being July 21. We will only be able to contact short listed candidates, who will be asked to complete an additional technical exercise.