



Stellar Group

Research | Strategy | Impact

JOB DESCRIPTION: ASSOCIATE

The Stellar Group seeks a new team member to perform a variety of technical, analytical, and administrative duties for internal and external projects with nonprofit, government, and Tribal clients. A successful team member will thrive working across cultures in a dynamic team environment where learning is constant and different ideas and perspectives are encouraged.

This job requires adaptability, attention to detail, rigorous analytical thinking skills, and superb interpersonal and cross-cultural communication skills. Much of our work is in service to traditionally marginalized people and communities. A strong connection to or understanding of the people and communities our work serves is valued. A background in public health or social services is very helpful, but curiosity and a desire to learn and grow are essential.

Duties include:

- » Assist with understanding the protocols and needs of different communities we interact with and designing culturally appropriate methods to engage with them for various projects.
- » Develop and maintain positive relationships with clients, coworkers, project stakeholders and other encountered in the course of work. Act with compassion and integrity. Use good judgement, tact, and discretion in handling sensitive situations.
- » Plan, organize, and carry to completion short and long-term research projects.
- » Conduct research with respect for people and communities, drawing from lived experience and traditional knowledge. Develop or modify data collection tools, collect qualitative and quantitative data, and clean, analyze and interpret data.
- » Prepare clear, accurate, and accessible reports, records, infographics, presentations and other informational documents for various audiences and purposes.
- » Plan and facilitate inclusive meetings, trainings, and other events in person and virtually, including maintaining contact lists, scheduling meetings, securing facilities or technology, sending invitations, providing resources for attendees, and taking and distributing meeting minutes.

Desired experience and skills include:

- » Working knowledge of the social determinants of health, equity and empowerment, as well as person-centered, culturally appropriate, participatory research and stakeholder engagement practices.
- » Cross-cultural communication skills.
- » Prior experience successfully coordinating inclusive projects with diverse stakeholder

groups on sensitive topics.

- » Experience conducting qualitative and/or quantitative research and evaluation, including cleaning and organizing large datasets and developing and/or modifying data collection tools (e.g. surveys, interview protocols).
- » Group facilitation skills including rapport building, active listening and group management to encourage dialogue with a diverse audience.
- » Experience developing and implementing strategic plans with non-profits, coalitions, and/or government agencies.
- » Ability to analyze and interpret complex information, think holistically and systematically about intractable problems and their root causes, and develop strategies to address.
- » Experience with statistical software programs, GIS programs, graphic design or data visualization.
- » Ability to work in languages other than English.

The Stellar Group's clients are working to realize more just and equitable systems and to improve services for marginalized and traditionally underserved populations, including people of color, immigrants/refugees, LGBTQ+ and people with disabilities. We believe we are stronger when our own team is representative of the people and communities we serve. We encourage candidates of diverse backgrounds.

This position is flexible and can be structured from entry level to more advanced, depending on the candidate's skills and experience. A bachelor's degree is helpful and a Master's degree is preferred for an advanced position. Experience may be substituted for education. This position is based in Anchorage or Juneau, Alaska.

Competitive salary and benefits DOE. Additional benefits may include flexible scheduling opportunities and a generous leave policy. We are a learning organization and constantly reflecting on and refining our approach, as well as building the skills and abilities of our team through ongoing professional development and training opportunities.

Please email a resume and cover letter describing your interest in this position and your career goals to iris@stellargp.com.

The Stellar Group is an equal opportunity employer.