



## JOB OPENING

**Job Title:** Research Assistant  
**Company:** Kauffman & Associates, Inc.  
**Location:** Spokane, WA

**Who We Are:** Kauffman & Associates, Inc. (KAI) is a small- to mid-sized contractor specializing in health and human services, community and economic development, and education. Our work includes research, evaluation, communications, management support, social marketing, and related information technology. The firm's clients include federal, tribal, state, and local governments; associations; foundations; and private-sector businesses.

We are proud to have been named the nation's 30<sup>th</sup> fastest growing inner-city business by the Initiative for a Competitive Inner City and *Inc.* Magazine. With offices in Spokane, WA and Silver Spring, MD, KAI is a Native American woman-owned, SBA-certified 8(a), HUBZone small disadvantaged business, and a GSA Schedule contractor. For more information about KAI, visit our website at [www.kauffmaninc.com](http://www.kauffmaninc.com).

**Our Values:** KAI values quality work, quality relationships, the transformational power of teamwork, dedication to professional integrity, and a genuine desire to improve the human condition through our work and relationships.

**The Position:** The Research Assistant will assist with research-based activities focused on urban Indian health status and access to care. This position will primarily assist with determining the feasibility of expanding and establishing health care services for urban Indian communities within the United States. The employee will be integral in assisting with community-based initiatives, social marketing, and other research components of the contract. Effective, collaborative teamwork is an essential ingredient to assist with weaving programmatic and assessment efforts together. The research assistant will provide support to the Project Director of Urban Indian Health Needs Assessment Project. This may include work with the senior scientist. This position requires extensive travel to 19 drug and alcohol programs, 20 potential new sites, and 4 advisory committee meetings.

**Join Our Team:** The successful candidate will have a minimum of a bachelor's degree, master's degree in public health or related social services is preferred, with two to three years of experience related with community-based initiatives and participatory research, including focus groups. Our ideal candidate will demonstrate outstanding relational, teamwork, and cultural competency in interactions with colleagues, community members, federal representatives, contractors, and clients. This individual must also have excellent analytical and writing skills that include an attention to detail as well as a grasp of large conceptual frameworks and demonstrated production of complex and high-quality written work. The candidate must have a working knowledge of public health issues to include health status, health care financing, and the Indian health system.

The successful fit for KAI shares our values, is "entrepreneurial" (self-starting, can-do attitude, strategic-thinking, creative) and team-oriented (coordinates with and involves KAI colleagues), is an effective manager of multiple tasks, possesses strong communication skills, produces results, welcomes feedback and is accountable for his/her performance, and builds and nurtures strong interpersonal relationships.

**Salary and benefits:** Salary is commensurate with education, skills, and experience; Medical, Dental, Life, 401k, STD, LTD, Flex benefits.



**Apply:** We welcome you to apply after carefully reading this job announcement. Please submit a resume and cover letter summarizing your experience and salary expectations to [careers@kauffmaninc.com](mailto:careers@kauffmaninc.com) by October 20, 2010.

KAI is an Equal Opportunity Employer.