

Bilingual Research Assistant Consultant

Scope of Work

- Conduct bilingual (Spanish/English) surveys via telephone.
- Review Spanish and English surveys, focus group scripts, moderator guides, key informant interviews, and other Spanish- and English-language materials.
- Assist with research, writing, data collection, outreach, and other activities.
- Provide bicultural technical assistance and/or subject matter expertise on public health projects; provide new ideas and suggestions to improve projects and protocols.
- Keep detailed records on call outcomes, survey dispositions, and meeting decisions.

Minimum Qualifications

- Thorough understanding, sensitivity, and appreciation for equity and racial justice, cultural humility, and inclusiveness.
- Fluency in English and Spanish (written and verbal).
- Experience collecting data, including telephone interviews in English and Spanish.
- Proficiency with computer software, including Microsoft Word, PowerPoint, Excel, and Outlook.
- Excellent organizational, notetaking and documentation skills.
- Familiarity with data collection software, such as SurveyMonkey.
- Ability to work independently and to supply all needed equipment (computer, phone, internet, etc.) for project activities. Required software licenses will be provided to the consultant.
- Ability to conduct telephone interviews in a private location at least 4 days per week, including mornings, afternoons, evenings, and weekends, as deemed necessary.

Desired Qualifications

- Experience working with confidential datasets or protected health information.
- Experience working in the Microsoft SharePoint environment.

About the Consultant

- This is a fully remote, part-time, limited term consultant opportunity.
 - Approximately 5-20 hours per week
 - Contract is from November 2020 – February 2021 with the potential for continuation
- The advertised consultant rate is \$19.50 - \$30 per hour, dependent upon experience.
- A signed Data Confidentiality Agreement will be required.
- A certification within the past three years from CITI in Training for Human Subjects Research ([Social Behavioral and Education Research – Basic Course](#)) must be provided. Alternative certifications will be considered on a case-by-case basis.

About Garrow Consulting, LLC

[Garrow Consulting, LLC](#) specializes in research, evaluation, project coordination, surveys, data collection, and public health consulting. We help nonprofits, government agencies, and other organizations identify and achieve their project goals and objectives, create and execute evaluation plans and research protocols, and provide quality services with a fast turnaround.

Garrow Consulting, LLC is certified as a [Women Owned Small Business](#), a [California Small Business](#), and is an [Approved CMAS Contractor](#).